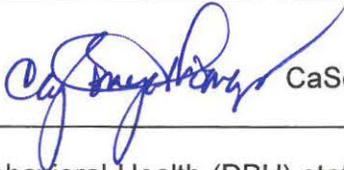


**The County of San Bernardino
Department of Behavioral Health**

Children's Fund Immediate Need Voucher Policy

Effective Date 05/02/2011
Revision Date 12/18/2014



CaSonya Thomas, Director

Policy The Department of Behavioral Health (DBH) staff may facilitate assistance to minor and transitional age youth clients (ages 18 to 25) by requesting vouchers for children and youth with an immediate need in accordance with applicable County and Department policies and procedures as funds are available.

Case Management DBH staff must verify that the client is being case managed by DBH for the family to be eligible for immediate need vouchers through DBH. Case management is defined as a component of assessing needs, seeking and monitoring services on behalf of the client, i.e. conducting regular home visits to assess needs and monitor outcomes with all the documentation contained within the case file. **NOTE:** If the client is part of a multi-agency or integrated program, the client should be referred to the appropriate County department or agency providing case management services to obtain immediate need assistance. **Client shall not be a CalWORKs client.**

Voucher Requests and limits Immediate need vouchers shall only be issued for emergency immediate need. All voucher requests are subject to approval. Home visits are required prior to issuing client vouchers for refrigerator and/or furniture. Refrigerator and/or furniture must be approved by the Program Manager and Children's Fund Deputy Director or designee. Priority will be given based on the immediate need. Requests will be limited to the following items and amounts:

Category	Maximum Allowed	Basis
Refrigerator	\$600	Per family
Bedding	\$50	Per child
Crib		
Twin Bed	\$200	Per child
Bunk Beds	\$375	Per family
Twin Mattress ONLY for existing bed frame	\$450	Per family
	\$200	Per family
Note: Beds must be new.		
Formula	\$50	Per child
Car Seat	\$75	Per child
Clothing	\$200	Per child
Diapers/Wipes	\$25	Per child
Food	\$150	Per family up to 4
Note: Families receiving CalFresh (food stamps) are excluded	\$200	Per family of 5 +
Hygiene	\$25	Per child
School Supplies	\$25	Per child

Continued on next page

**The County of San Bernardino
Department of Behavioral Health**

Children’s Fund Immediate Need Voucher Policy, Continued

Criteria to Issuing Immediate Need Vouchers

Children’s Fund has added additional criteria to be used when issuing emergency vouchers that include the following:

Requirements	Description
Families must have true and recognizable hardship	This funding is not meant to be a supplement to the family, but is intended to be used to intervene and fill a gap for which there is no other funding for an outcome critical to the successful progression of a child.
Families must be able to demonstrate sustainability	The family must be able to maintain stability after receiving the requested items (i.e. stable housing). Total outgoing bills cannot exceed the monthly income by more than \$150 on an ongoing basis.
Requests for assistance are limited to once per specific year <u>July 1 to June 30</u>	A child/family is eligible to receive immediate need vouchers: <ul style="list-style-type: none"> • once per fiscal year (July 1 to June 30) • one (1) time only per specific item or need per child
Family must demonstrate hardship	Disposable income cannot exceed the following: <ul style="list-style-type: none"> • \$200 per family of 1-4 • \$300 per family of 5+
Financial Information	Court dependent children and children who are wards of the court are not required to submit financial information except in the case of rental/utility assistance.
Request for unborn children	Request for unborn children must be processed by Children’s Fund.

Additional Items

Additional items not provided by voucher may be available for a client by submitting an application to [Children’s Fund Referral Request](#) once approved by the Program Manager and Deputy Director, Children’s Services or his designee. Additional items include but are not limited to:

Self-esteem and Developmental Needs
Graduation supplies (i.e. cap/gown, pictures, announcements and yearbook)
Specialized educational needs
Sports registration, uniforms and equipment
Camp registration and supplies
Household Needs
Rental assistance (additional guidelines apply)
Transportation (limitations apply)
Utility assistance (additional guidelines apply)

Continued on next page

The County of San Bernardino Department of Behavioral Health

Children's Fund Immediate Need Voucher Policy, Continued

DBH Staff Requesting Assistance

DBH staff may receive immediate need vouchers if the staff member or their minor children are current clients of DBH. Requests will be submitted through the immediate supervisor, who will follow the chain of command in getting Deputy Director approval. Once approved, the request shall be processed directly by Children's Fund. It will be the responsibility of the staff member's immediate supervisor, to confirm eligibility based on the [criteria](#).

Lost or Stolen Vouchers

If any vouchers are lost or stolen, inform the immediate supervisor and call:

- Accounting Technician in the DBH Fiscal Unit at 909 388-0836 and
- Administrative Supervisor at 909 388-0825 immediately.

DBH Fiscal will provide further instruction.

Staff changes

Please forward updated Authorization of District Issuance/Receipt Office Assistants ([HS 710](#)) original form to HS Auditing and a copy to the Accounting Technician in the DBH Fiscal Unit via inter-county mail.

Questions

Staff issuing Children's Fund immediate need vouchers may contact DBH Fiscal Office (909) 388-0836 for questions concerning DBH Policy or Procedure.

Related Documents

County Auditor/Controller-Recorder (ACR):

- [Internal Controls and Cash Manual](#)

DBH Standard Practice Manual:

- CHD0315-1 [Children's Fund Voucher Procedures](#)
 - BOP3030: [Prepaid Cards Policy](#)
 - BOP3030-1: [Prepaid Cards Procedure](#)
-