



DEPARTMENT OF HEALTH AND HUMAN SERVICES
Family and Children First Council

Family Centered Services and Supports (FCSS)

Through Service Coordination

SFY19

Purpose: To maintain children and youth in their own homes and communities through the provision of non-clinical, community-based services.

Target Population: 0-21 with **multi-systemic** needs who receive services utilizing the wraparound process.

Funding Period: July 1, 2018 to June 30, 2019

FCSS Allowable Expenditures:

- Non-clinical in-home parent/child coaching
- Non-clinical parent support groups
- Parent Education
- Mentoring
- Respite Care (including summer camp)
- Transportation (i.e Cab/taxi fares, gas vouchers, bus passes)
- Social/recreational activities
- Safety and Adaptive Equipment
- Structured activities to improve family functioning
- Parent Advocacy
- Service Coordination

FCSS Non-Allowable Expenditures:

- Out of home placements or services/supports to those children who are in out of home placements and their families
- Court related expenses
- Administrative or operating expenses
- Federal match
- Clinical Interventions (i.e. services, assessments, and clinical case management)
- Medical services and equipment
- General program costs
- Food, clothing, shelter, utilities, and/or household expenses
- Classroom instruction or any required public education cost or responsibility (to include tutoring, school-based recovery, and/or summer school programming)
- Family and work-related childcare.

How to Access FCSS funding:

1. Discuss the FCSS service or support in the family team meeting.
 - a. Is there a need for wraparound services to maintain the youth in his/her home?
 - b. Is there a need for funding for these wraparound services and/or supports because there are no, or insufficient, funding sources?

2. Make sure the FCSS eligible service is identified in the Individualized Family Service Coordination Plan (IFSCP).
3. Update the Release of Information to include the agency requesting funding, the service provider (s), Family and Children First Council (FCFC), and other relevant agencies.
4. Complete the FCSS application for SFY19. When completing identify the type of service, or support and best estimate of cost. FCFC will request the invoice after services are rendered.
5. If possible, obtain a W-9 from the service provider.
6. Submit the application, a copy of the IFSCP, a copy of the ROI, and the W-9 to Tamara Smith via fax 216-698-2870.
7. If approved for FCSS funding, a termination form will need to be completed after services or supports are rendered.

**A youth/family is not eligible for FCSS if involved in PEP Connections, if the youth is in custody with the Department of Children and Family Services or residing in an out of home placement. If the youth is involved with a Community MH or AOD provider, please consult with them about possible duplication applications.*

Funding Limits: (change is highlighted)

1. The limit is \$2,500 based on the following guidelines:
 - Per child, if the family has more than one target child, you must submit each child's plan to show the requested services address a need in each child's plan.
 - Per family when there is one target child eligible for services and supports
2. Any request over \$2,500.00 will be reviewed by FCFC. Approval may be given on a case by case basis for request over the \$2,500.00 limit.

Approval Process:

1. Once the application and required documentation is submitted, then the FCFC office will review the application for approval.
2. Once the application is approved, an authorization letter will be sent to the referent, family, and the service provider.

Invoicing:

1. **Family and Children First Council are responsible** for working with the vendor to collect all necessary documentation required for payment/reimbursement. However, FCFC may ask for assistance from the referent if needed. The service provider should invoice Family and Children First Council after services are rendered.
2. **Any invoice over \$500.00 in one month, must complete the** Exempt Contractor Registration and Ethics Certification Form for the Cuyahoga County Inspector General's Office and must register in Buyspeed. Buyspeed is the method where vendors register in order to receive payment for amounts over \$500 for services rendered.
3. The provider should submit invoices to the FCFC office on a monthly basis. It shall be received by the FCFC office no later than the **15th** day of the following service month.
4. No invoices for Fiscal Year 2019 will be processed beyond Monday, July 10th.
5. Invoicing may be provided prior to services being rendered if a service extends past SFY19. Invoicing then should be submitted by July 10th (i.e. If Suzy is approved for FCSS funding for summer camp that begins on June 20th and ends August 15th).

6. Once an invoice is submitted to the FCFC office, FCFC will begin the reimbursement process on average please allow 30-45 business days for reimbursement.