



New Hampshire Division for Children, Youth and Families Policy Manual

1870 DIRECT RESOURCE ASSISTANCE

Chapter: **Services for Children, Youth and Families**

Section: **Direct and Purchased Services**

Approved:


Marie Noonan, Interim DCYF Director

Policy Directive: **23-38**

Effective Date: **August 2023**

References Of Note

Federal Authority: [SSA 471](#), [SSA 472](#), and [45 CFR 1356.21](#)

Statutes: [RSA 126-A](#), [RSA 169-B](#), [RSA 169-C](#), [RSA 169-D](#), and [RSA 170-G](#)

Administrative Rules: [He-C 6348](#)

Case Law:

This policy establishes DCYF's practice around direct resource assistance.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. DCYF assists families known to them by connecting the families with appropriate supports currently unavailable to the family to:
 - A. Prevent future maltreatment by mitigating risk;
 - B. Prevent removal of a child at-risk for placement;
 - C. Promote the well-being of children in placement;
 - D. Support reunification efforts when placement occurred;
 - E. Achieve timely permanency for a child who has entered placement by:
 1. Promoting placement with kinship caregivers;
 2. Preventing a change in placement; and
 3. Allowing children to step down to less restrictive placements in a timely manner; and
 - F. Support positive outcomes for children who are not able to reunify by:
 1. Providing pre and post-adoption services (as appropriate); and
 2. Assisting youth in living independently.
- II. Every effort must be made to reduce the potential for fraud, misuse, or abuse of funding to meet an identified need and promote self-sufficiency.

- III. When the CPSW/JPPPO is not able to identify a resource to meet the need, they will consult with their Supervisor to determine a plan to meet the need.
- IV. Direct resource assistance must not be offered to a family without prior written approval from the Office of Finance.
- V. Prior to seeking direct resource assistance, the CPSW/JPPPO must first determine if and how the need relates to the child's safety, permanency, or well-being as outlined in section I above and if the need can be met by:
 - A. The family's natural or community resources;
 - B. The family's health insurance; or
 - C. Accessing another State, Federal, or privately funded program.
- VI. Direct resource assistance may be considered when:
 - A. The need is related to the safety, permanency, or well-being of a child as indicated above; and
 - B. All other resources have been ruled out.
- VII. Direct resource assistance, when approved, may be used to:
 - A. Purchase a specific item;
 - B. Pay for a specific service;
 - C. Pay an outstanding bill; or
 - D. Reimburse the caregiver for already purchased goods or services.
- VIII. When it is determined, in consultation with the Supervisor, that direct resource assistance is most appropriate:
 - A. Written supervisory approval and all pertinent information must be forwarded to the [DCYF DRA email address](#);
 - 1. Direct assistance exceeding \$250.00 or subsequent requests for direct assistance must also have written Field Administrator approval;
 - B. The Office of Finance will determine the best funding source to meet the need;
 - C. Any additional information requested by the Office of Finance must be provided; and

- D. A plan must be made with the family as to how the need will be met in the future.
- IX. Whenever possible, CPSWs/JPPOs should maintain control over pre-paid cards and assist the family in the approved purchase.
 - A. In the event that a pre-paid card needs to be provided directly to the caregiver, the CPSW/JPPO only releases the card if the receiving individual agrees to use the card only as intended and to provide receipts.
- X. All efforts to identify and meet the need(s) related to the child’s safety, permanency, and well-being must be documented in the DCYF electronic information system or the case file.

Standard Operating Procedures		
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SOP	Title	Applicable Disciplines
1870.1	Direct Resource Assistance Procedures	Field Services

Glossary and Document Specific Definitions

[A - B](#) [C - D](#) [E - F](#) [G - I](#) [J - L](#) [M - N](#) [O - Q](#) [R - S](#) [T - V](#) [W - Z](#)

For the Purpose of this Document:

“**Direct Resource Assistance**” means the direct one-time purchase of an item or service for the purpose of supporting safety, permanency, and well-being for children known to DCYF.

Document Change Log			
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PD	Modification Made	Approved	Date