



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

1676.1 CPSW AND JPPO RESPONSIBILITIES

Policy Directive: **22-07**

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Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP outlines expectations for CPSWs and JPPOs in working with the Fiscal Specialists Unit (FSU) to secure and manage benefits and funds for children in placement.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. When a child enters placement (including detention/commitment to SYSC or re-entry into care through HOPE), the CPSW/JPPO notifies the FSU and provides as much of the following information as possible:
 - A. If the child receives SSA or SSI benefits;
 - B. Any disability the child is known or believed to have;
 - C. Any disability the parent/guardian is known to have;
 - D. If there is a deceased parent;
 - E. Anticipated length of time the child will be in the placement; and
 - F. [Placement](#) information (including if placement is a child-specific/kinship placement, foster family home, residential treatment program, or detention/commitment to SYSC).
 1. Youth placed in youth detention centers or other public institutions cannot receive SSI benefits beyond 30 days of detention/commitment.
- II. CPSWs/JPPOs gather additional information as necessary to support FSU in securing and managing benefits and funds for children in placement. This may include:
 - A. Working with parents/guardians to complete necessary paperwork for the Social Security Administration (SSA) (as provided by FSU);
 - B. Asking the child's medical providers to complete medical assessment forms (when required by SSA); and

- C. Obtaining updated medical information from caregivers when necessary.
- III. CPSWs/JPPOs also encourage kinship placements who do not receive foster care payments to apply to be the representative payee for the child, and support them in the application process to the best of their ability.
- A. The kinship placement is also notified that SSA will make the final determination as to who will be appointed as representative payee.
- IV. CPSWs/JPPOs may request funds from the child's account(s) be used to purchase services or goods for the child (if necessary and as applicable) with their Supervisor's approval.
- A. The request must be tied to a specific need of the child and support their well-being.
 - B. Requests are made by emailing the Revolving Fund Disbursement (Form 1678) to the [specified FSU in box](#).
 - 1. The Supervisor indicates their approval by signing the Form 1678 or by emailing their approval to FSU.
 - C. CPSWs/JPPOs should consult with FSU about the appropriateness of a disbursement prior to completing the Form 1678.
 - D. No purchase may be made until FSU has approved the purchase.
 - E. CPSWs/JPPOs are responsible for obtaining receipts for items purchased and forwarding them to FSU within 10 business days of purchase of the item or service.
 - 1. If additional time is needed to provide the receipt, CPSWs/JPPOs advise FSU of the delay and request additional time.
 - F. Receipts may be scanned into the DCYF electronic information system, scanned and sent in an email, or sent through interoffice mail.
- V. FSU is promptly notified of events in a child's case that could impact the child's Title IV-E, Medicaid, or Social Security eligibility (See SOP 1676.5 Reporting and Representative Payee Changes). This includes, but is not limited to:
- A. Any change in the child's:
 - 1. Type of placement;
 - 2. Placement status (including entry/re-entry into extended foster care through the HOPE program);
 - 3. Legal status;
 - 4. Educational status;

- 5. Disability (no longer meets eligibility requirements);
 - 6. Employment;
 - 7. Income or resources; or
 - 8. Name;
- B. Any change in the parents' circumstances that could impact eligibility, such as:
- 1. The parents divorce (including parent/step parent);
 - 2. A parent becomes disabled; or
 - 3. A parent is deceased;
- C. The child will be turning age 18 while still in placement (FSU is notified of the plan for the child, including if they will be leaving DCYF's care, extending until graduation, or remaining in extended foster care through the HOPE program);
- D. The child turns age 18;
- E. The child (young adult) enters extended foster care through the HOPE program; and
- F. If the child (young adult) is capable of managing their own funds (when they will remain in placement).
- VI. CPSWs/JPPOs work with children who will turn 18 years old while in care to determine how their benefits will be managed, if they remain in care.
- A. Discussion regarding how benefits will transition is included as part of the 90-Day Youth Transition Plan (Form 1978) and shared with FSU.

Applicable Forms

Form	Title
1678	Revolving Fund Disbursement
1978	90-Day Youth Transition Plan

Frequently Asked Questions

Q1. What can revolving funds be used for?

- A A CPSW/JPPo and their Supervisor may request a disbursement to pay for things that are to benefit the child. For example, if the Division determines a bicycle would help a child in foster care with gross motor skills, then revolving funds may be secured.

Q2. Can Revolving Fund monies be used for young adults in placement through the HOPE program?

A Yes, if SSA designates DCYF as the representative payee for the young adult's benefits, the funds can be used for the young adult in the same manner as any other revolving fund.

Q3. Do I need to determine if I want to use funds from the Revolving Fund or Dedicated Account?

A No, FSU will determine the appropriate account to be accessed in accordance with SSA requirements.

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](#)

Document Change Log

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