
 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	DCYF Standard Operating Procedure 1676.3 REVOLVING FUNDS	
	Policy Directive: 22-07 Effective Date: December 2022 Implements Policy: <u>1676</u>	Approved:  Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the procedures for children’s Revolving Funds.

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. Monies in a Revolving Fund account are prioritized to meet the child’s current needs, including food, shelter, medical care, and other items for their comfort.

- II. Upon initial notification from the CPSW/JPPPO that a child has a need, the Fiscal Specialists Unit (FSU) determines if the child has a revolving fund account and if the funds are available.
 - A. If the funds are available, FSU emails the Office of Finance and requests the account be placed on hold.
 - B. The funds cannot be accessed for claims until the disbursement is made to ensure funds remain available.
 - C. The Revolving Fund Disbursement (Form 1678) is completed by the CPSW/JPPPO and emailed to the Office of Finance with a request that the hold be removed upon disbursement of the funds.
 1. If the CPSW/JPPPO has not completed the Form 1678, the Fiscal Specialist may complete it based on instructions from the CPSW/JPPPO and their Supervisor.
 2. Form 1678 must have a Supervisor’s signature before being forwarded to the Office of Finance.
 3. The balance of the remaining funds after the disbursement are used to reimburse claims.
 4. The first claims reimbursed out of the Revolving Fund are the last claims paid through the DCYF electronic information system.

- III. CPSWs/JPPPOs are responsible for obtaining receipts for items purchased and forwarding them to the Fiscal Specialist.

- IV. Receipts are retained in the DCYF electronic information system.
- V. Account balances are monitored by the IV-E Administrator to ensure income and resource changes comply with Medicaid, Title IV-E, and Supplemental Security Income (SSI) guidelines, and that individuals and agencies are notified of changes as appropriate.
- VI. Any funds collected after the date the child leaves care are returned to SSA via Form 1678.

Applicable Forms

Form	Title
1678	Revolving Fund Disbursement

Frequently Asked Questions

- Q1. What can Revolving Funds be used for?**
- A** A CPSW/JPPPO 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.

Glossary and Document Specific Definitions

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Document Change Log

PD	Modification Made	Approved	Date