

<b>1910 FAMILY SUPPORT SERVICES</b>	
Chapter: <b>Services for Children, Youth, and Families</b>	Section: <b>Community-Based Services</b>
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: <b>07-20</b> Effective Date: <b>October 2007</b> Scheduled Review Date:
	Approved:  Maggie Bishop, DCYF Director
Related Statute(s): <a href="#">RSA 169-B</a> , <a href="#">RSA 169-C</a> , <a href="#">RSA 169-D</a> , and <a href="#">RSA 170-G</a> Related Admin Rule(s): Related Federal Regulation(s):	Related Form(s): <b>FORM 2110</b> Bridges' Screen(s) and Attachment(s):

**Purpose**

To establish criteria and procedures for authorizing the expenditure of funds with sufficient flexibility to meet a family's needs which cannot be alleviated by other funding sources.

**Definitions**

**"Family Support Services"** means the purchase of family support services or other items for which no other funding mechanism or resource is available.

**"Service Code"** is FF.

**"Service Population"** means all families served by DCYF.

**"Service Unit"** means one (1) service or item.

**Policy**

**Service Provision Guidelines**

- I. Family Support must be authorized by the CPSW or JPPO.
- II. Family Support is available to purchase support services or items, which are necessary to:
  - A. Prevent out-of-home placement through provision of necessary services to maintain the child's safety and health;
  - B. Strengthen efforts to re-unify a child with his or her family or achieve another permanent plan; or
  - C. Provide basic, essential clothing for a child entering out-of-home placement or child in placement.
- III. Family Support must not be authorized to purchase services or items solely due to a family's financial need.
- IV. The CPSW or JPPO, with the family, must determine the need for family support services or items.
- V. Support services or items necessary during a family assessment are generally to be authorized via Title IV-B or Title XX funds. The authorization of Family Support during an assessment must only

be made after the Family Services CPSW is joined and shares in the service planning with the family and the Assessment CPSW.

- VI. The service or item purchased with Family Support must be documented in the "Case Plan."
- VII. Prior to authorizing the service, the following funding sources must be considered and used to purchase support services or items:
  - A. City and Town General Assistance funding;
  - B. Public Assistance funding, such as emergency assistance and temporary assistance under the temporary assistance to needy families program or food stamps from DHHS Division of Family Assistance;
  - C. Prevention or Incentive Programs via DCYF and county funding;
  - D. Other community-based resources, such as Salvation Army, service agencies, religious organizations;
  - E. Emergency Assistance via Title IV-A funding;
  - F. Title IV-B, Child Welfare Services funding;
  - G. Title XX, SS Block Grant funding; and
  - H. Community-Based Services via State and County funding. (See [ITEM 1870](#))

#### **Payment/Billing Procedures**

- I. Prior to authorizing service or item, the CPSW or JPPO must first obtain approval from his or her Supervisor and ensure that no other resource is available to purchase the needed service or item.
- II. The supervisor will send, via e-mail, approval of the service or item to state office, Provider Relations, who will enter an authorization into Bridges and submit the 2110 information to Data Management for processing.