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 relatives and other child-specific placements;
      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/JPPO 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 unless approved by the Office of Finance (in writing).

V. Prior to seeking direct resource assistance, the CPSW/JPPO 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; or
   C. Pay an outstanding bill.

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 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 with the family as to how the need will be met in the future.
IX. 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.

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<th>SOP</th>
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<th>Applicable Disciplines</th>
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<tr>
<td>1870.1</td>
<td>Direct Resource Assistance Procedures</td>
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**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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