

 <b>WRAPAROUND MILWAUKEE Policy &amp; Procedure</b>	Date Issued: <b>9/1/98</b>	Reviewed: <b>6/29/10</b> By: <b>PE</b> Last Revision: <b>9/1/10</b>	Section: <b>ADMINISTRATION</b>	Policy No: <b>015</b>	Pages: <b>1 of 2</b>
	<input checked="" type="checkbox"/> Wraparound <input checked="" type="checkbox"/> Wraparound-REACH <input checked="" type="checkbox"/> FISS <input checked="" type="checkbox"/> Project O-Yeah	Effective Date: <b>1/1/11</b>	Subject: <b>DISCRETIONARY FUNDS</b>		

## I. POLICY

Discretionary or “flexible” funds are intended for the purchase of a service or commodity that is needed to meet a specific client mental health need. The disbursement of those funds by a Care Coordinator must be directly related to achieving a specific need in the Plan of Care for the child or family enrolled in Wraparound Milwaukee.

## II. PROCEDURE

1. Requests for the disbursement of discretionary funds should be anticipated in advance, if possible. The service code for Discretionary Funds is 5580. The following categories should be used to identify specifically what the discretionary request is for.

- Incentive Money
- Rent / Security Deposit (*see number 7 below*)
- Utilities / Phone
- Household Supplies / Groceries
- Clothes / Shoes
- Classes / Books / Workshops
- Miscellaneous
- Memberships (i.e., YMCA)
- Recreation

***Note: Separate codes have been established for transportation services and should not be requested through Discretionary Funds.***

2. A note elaborating on the request/need for any Discretionary Fund must be written in the Note area of the SAR for the month that Discretionary Fund is being requested. In addition, when using the category “Incentive Monies”, there must be mention of what the monies are specifically being used for in a time-associated POC.
3. Out-of-pocket type disbursements of less than \$50.00 may be made by Care Coordinators to meet the enrolled child’s needs for a recreational activity or other need (*see #4 below regarding Receipts*).
4. Disbursements in excess of \$50.00 must be made by check and should be made payable directly to the Vendor or to the family (*see #4 below regarding Receipts*).
5. Receipts must be on file for most categories (see exclusion regarding Incentive Monies below). If a “Miscellaneous” fund is dispersed and the Care Coordinator is unable to get a receipt, this must be documented in the client file in a note attached to the applicable month’s SAR. This should be filed under the Fiscal area. A note referencing what the miscellaneous fund was used for must also be put in the SAR note area of the applicable month’s SAR.

*Note: The absence of a Receipt should be a rarity when requesting monies under the Miscellaneous code.*

Receipts must be kept on file by the Care Coordination Agency for verification/proof of purchase. Receipts can be maintained in either the client's file or in a designated area within the Agency. The receipts must be kept in an orderly fashion (preferably in chronological order by month). If the Agency has an identified area in which to maintain the receipts, there must be a form of documentation/verification attached to or written on the receipt that identifies which Client and Care Coordinator was associated with the monies used and the month/year in which the monies were used.

6. Care Coordination Agencies should only process funding requests for clients supervised by their own Care Coordinators.
7. Care Coordination Agencies should not release discretionary funds unless such funds have been authorized either by the Supervisor or Wraparound.
8. As a general rule, Wraparound Milwaukee does not make mortgage payments, rent payments, car payments or car repairs, home repairs or remodeling payments, or purchase washers, dryers, refrigerators, stoves or any other major household appliances or furniture, carpeting, etc. The goal is to help families find resources within the community to obtain these items.

On an emergent basis, Wraparound Milwaukee will reimburse Discretionary payments for a security deposit, rent, food or utility payment, etc., where the alternative would be that the enrolled child would otherwise have been placed in out-of-home care or be unable to return back to the home. A plan must be in place for how the family will obtain these services in the future.

9. Care Coordination Agencies have the option of either submitting an Invoice as soon as funds are disbursed or including it on their monthly Invoice.
10. Requesting or pooling discretionary funds on an ongoing basis "just in case" the family may need them is not allowable. An amended request can always be submitted if at some point during the month additional discretionary funds are needed.
11. Total Discretionary expenditures on a SAR in excess of \$200.00 will need to be preapproved by the designated Care Coordination Agency Staff (Supervisor or Lead). An Override note must be electronically sent through Synthesis to the designated authorizing staff identifying the type of discretionary funds being requested and justification for why the single request or the total discretionary amount has exceeded \$200.00.
12. Wraparound Milwaukee (and/or its designees) reserves the right to audit any discretionary expenditures at any time.

Reviewed & Approved by: Bruce Kamradt  
Bruce Kamradt, Director