



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY

NO. 01 **ISSUE 1**

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EFFECTIVE: 08-19-11

SUBJECT:
CHILDREN'S FUND VOUCHER ASSISTANCE PROGRAM

APPROVED: 08-18-11

BY: Ron Griffin, Director

PURPOSE

To inform PSD staff of guidelines to request vouchers to assist PSD enrolled families.

POLICY

The Preschool Services Department (PSD) addresses a broad range of health needs for children and families they serve throughout the county in partnership with Children's Fund. PSD employees will identify at risk children and/or families with the greatest unmet need and lack of resources to complete referrals for supplemental resources. Children's Fund has donated a lump sum to the County to meet these needs. PSD will issue vouchers to fulfill requests as defined below.

REFERENCE

Head Start Performance Standards 1304.40 (b)(1)(i).
County of San Bernardino Auditor-Controller/Treasurer/Tax Collector, Internal Controls and Cash Manual.

PROCEDURE

PSD Voucher Requests

PSD may only issue vouchers to fulfill requests for emergency and supportive services for the following items:

- Appliances
- Beds
- Bedding (sheets, covers, blankets)
- Clothing
- Food
- Hygiene
- School Supplies
- Infant Items
- Cribs
- Car Seats

Important Note:

- 1) **No exceptions** may be made regarding the above mentioned items to be purchased via a voucher.
- 2) Additional items may be available through Children's Fund (contact PSD Administrative office).

Children's Fund Voucher Assistance Program, *Continued*

Voucher Limits:

All voucher requests are subject to approval. Priority will be given based on immediate need. Requests will be limited to the following amounts:

Category	Maximum Allowed	Basis
Appliances: Refrigerator	\$600	Per family
Beds:		
Twin Bed	\$375	One bed per family member
Bunk Beds	\$450	One set per two children
Twin Mattress ONLY (for existing bed frame)	\$200	One bed per family member
Bedding	\$50	Per child
Clothing	\$75 \$100 \$125	Up to 5 years old 6 – 12 years old 13 – 25 years old
Food	\$150 \$200	Per family up to 4 Per family 5 or more
Hygiene	\$25	Per child
School Supplies	\$25	Per child
Diapers	\$25	Per child
Car Seats	\$50	Per child
Cribs	\$250	Per child

Request Frequency

Requests for Children's Fund assistance are limited to the following:

- One time only per item or need
- Once every 12 consecutive months

Voucher Packet

PSD staff will complete the following documents in their entirety for review and approval by the Program Supervisor and the Quality Review Administrative Supervisor.

- Authorization of Issuance of Immediate Need (PSD 712)
- Authorization to Release of Information for Immediate Need Voucher.

Upon approval the documents will be forwarded to the local PSD Fund Custodian for processing.

Important: PSD Staff is responsible for verifying that the vendor accepts a County voucher **prior** to issuance to the client.

Children's Fund Voucher Assistance Program, *Continued*

Approved Voucher Processing

The following table describes the steps the local PSD Fund Custodian and/or Generalist completes in obtaining vouchers:

Step	Who	Action
1	Generalist	Determines need of the child/children and/or family for Children's Fund voucher item(s) and: <ul style="list-style-type: none"> • Documents need in COPA. • Reviews family data file to verify family has not received assistance in the 12 consecutive months from Children's Fund. • Obtain client's signature on <u>Authorization to Release Information for Immediate Need Voucher</u> and place in family data file.
2	Generalist	Contact vendor(s) as needed: <ol style="list-style-type: none"> 1) to verify acceptance of a County voucher for purchases for vendors not already identified on the acceptance listing (a vendor listing will be maintained on COPA under the Community Resources tab). 2) delivery costs and/or special instructions may apply.
3	Generalist	Completes the <u>PSD 712</u> form per instructions; consult and obtain Program Supervisor's signature.
4	Generalist	Instruct client regarding: <ul style="list-style-type: none"> • Approval process of the voucher request. • Time frames of how and when the voucher will be issued.
5	Generalist	Faxes PSD 712 form to the Fund Custodian at (909) 383-2086 Attn: Judy Jennings. Calls Judy Jennings at (909) 383-2040 or the receptionist at (909) 383-2078 to confirm receipt of PSD 712.
6	Fund Custodian	Takes the faxed PSD 712 to the Monitoring Supervisor for review.
6	Monitoring Supervisor	Reviews PSD 712 form and client request; contacts generalist with any questions, as necessary. Upon approval, initials faxed copy of PSD 712 to authorize fund custodian to start voucher issuance.
7	Fund Custodian	Obtains voucher (HS278) from locked file cabinet. Completes voucher (HS 278) per the PSD 712 form; signs/dates authorizing issuance. Makes a copy of voucher for fund custodian file. Maintains in fund custodian file: <ul style="list-style-type: none"> • Faxed copy of PSD 712 (approved by Monitoring Supervisor) • Original voucher - awaiting delivery to generalist.
8	Fund Custodian	Records issuance on voucher log (HSS 715) <u>with the exception of generalist's signature</u> . Notifies the generalist that the voucher has been issued and ready for pick-up at PSD Administrative office.
9	Generalist	Contacts client to advise of voucher approval and set up appointment to pick up voucher.

Children's Fund Voucher Assistance Program, *Continued*

Step	Who	Action						
10	Generalist	At PSD Administrative Office: Provide original PSD 712 to Fund Custodian						
11	Fund Custodian	Obtains signature from Monitoring Supervisor on original PSD 712 and makes (2) copies for the Generalist.						
12	Generalist	At PSD Administrative office: <ul style="list-style-type: none"> • Verifies voucher information and signs voucher log (HSS 715) to acknowledge receipt of and responsibility for the voucher. • Obtains the voucher and two (2) copies of the approved PSD 712 (Note: Voucher still requires client's signature).						
13	Generalist	At generalist's worksite: Meets with client and obtains client's signature/date acknowledging client's receipt of the voucher. Document in COPA that family need has been addressed. Makes <u>three</u> (3) copies of the signed voucher: <ul style="list-style-type: none"> • One (1) copy to be retained in the family data file (attached to a copy of the approved PSD 712). • Two (2) copies for the fund custodian. Gives top two (2) pages (white and canary) of the voucher to client to purchase approved item(s) from vendor; retains third pink page of the voucher.						
14	Generalist	Forwards the <u>pink</u> page of the signed voucher, two (2) copies of the signed voucher, with a copy of the approved PSD 712 attached, to PSD Administrative Office – Fund Custodian Attn: Judy Jennings, Mail Code 0630. NOTE: These documents need to be sent to the Admin office within 1 day to ensure prompt payment of the vendors.						
15	Fund Custodian	Upon receipt, verifies documents with those on file. Distributes final documents as follows: <table border="1" style="margin-left: 20px;"> <tbody> <tr> <td>HS Auditing (pink HS 278 & original PSD 712)</td> <td>Attn: Voucher Desk 825 E. Hospitality Ln, First Floor San Bernardino, CA 92415-0132 Mail Code 0914</td> </tr> <tr> <td>HS Administration (copy of HS 278 & PSD 712)</td> <td>Attn: CF Voucher/Kelly Tobin 150 S. Lena Rd. San Bernardino, CA 92415-0515 Mail Code 0515</td> </tr> <tr> <td>PSD Administrative Office (copy of HS 278 & PSD 712)</td> <td>Fund Custodian file</td> </tr> </tbody> </table>	HS Auditing (pink HS 278 & original PSD 712)	Attn: Voucher Desk 825 E. Hospitality Ln, First Floor San Bernardino, CA 92415-0132 Mail Code 0914	HS Administration (copy of HS 278 & PSD 712)	Attn: CF Voucher/Kelly Tobin 150 S. Lena Rd. San Bernardino, CA 92415-0515 Mail Code 0515	PSD Administrative Office (copy of HS 278 & PSD 712)	Fund Custodian file
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Children's Fund Voucher Assistance Program, *Continued*

Step	Who	Action
16	Fund Custodian	Maintains the blank vouchers (HS278) and the voucher log (HSS 715) per the ATC Internal Controls and Cash Manual (Chapter 20). On a <u>monthly</u> basis: <ul style="list-style-type: none">• Reconciles voucher log (HSS 715).• Retains a copy of reconciled voucher log for department. Submits <u>original</u> reconciled voucher log (HSS 715) to HS Auditing by the third (3 rd) business day of the following month.

Voucher Tracking and Record Keeping

All immediate need voucher requests will be tracked on the Children's Fund Voucher Assistance Program spreadsheet maintained by the Monitoring Supervisor and stored on the PSD shared drive to ensure all transactions are accounted for and to avoid duplication of requests.

Staff shall follow the instructions and procedures in the Auditor-Controller/Treasurer/Tax Collector (ATC) Internal Controls and Cash Manual (refer to Chapter 20).