

POLICY # 210	SUBJECT: Joint Funding Authorization
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Approved By: Carla Benson-Green, Cabinet Secretary	

Delaware Children's Department Policy

I. PURPOSE

Many youth and families are served by more than one Division of the Department of Services for Children, Youth and Their Families (DSCYF). Some of these services involve the utilization of contractual resources. DSCYF and each of its Divisions is committed to maximizing resources in order to provide the most appropriate, least restrictive services to the youth and families in need. Each Division should take appropriate steps to minimize, avoid and recover costs. The intent of this policy is to specify how contractual service costs may be shared by Divisions.

II. POLICY

Decisions regarding funding for services are made as part of service planning. Each Division Director shall designate the staff empowered to commit the Division's funds. Only the staff so authorized by Division Directors can enter into a joint funding authorization agreement.

Each of the Divisions has their own policies and procedures for making these determinations. Nothing in this policy should be interpreted as changing how Divisions make their cost allocation decisions. Each Division will continue to maintain its own policies and procedures.

III. PROCEDURES

When it is determined that joint funding is appropriate the following will apply:

- A. Whenever more than one Division is involved in a case and a contracted service is indicated, active Division staff shall collaborate and discuss whether joint funding should be considered. When joint funding is indicated based the Divisions' business rules, Division representatives shall decide which worker shall initiate the DSCYF Joint Funding Authorization form. (See Attachment A.)
 1. The online DSCYF Joint Funding Authorization form should be completely filled out by the agreed upon active DFS Case Manager, DPBHS Care Coordinator or DYRS Probation Officer to include justification for the request. Failure to complete the Joint Funding Authorization form in its entirety will result in return of the form to the initiating staff and/or possible delay in service.
 2. The completed DSCYF Joint Funding Authorization form shall be electronically sent via the applicable Division Chain of Command to the Division's Approving Joint Funding Division Representative initiating the request (e.g. DFS: Foster Care Program Manager, DPBHS: Psychology Manager for the Child and Family Care Coordination Unit or

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DYRS: Chief of Community Services).

3. The receiving Joint Funding Division Representative should review the request with the other active Joint Funding Division Representatives, collaborate with one another and arrive upon a joint funding decision, if applicable. Each Approving Joint Funding Division Representative agreeing to joint fund the service shall complete the remaining fields on the form to include:
 - Approving Joint Funding Division Representative Signature;
 - Date Signed;
 - Percentage Payment per Division;
 - Effective Funding Start Date;
 - Proposed Ending Date, if applicable;
 - Include any Special Conditions/Considerations and/or ICT Involvement;
 - Service Room/Board/Treatment Per Diem or Unit Cost; and
 - Education Per Diem (if separate from the above) including billing methodology.
 4. Once all final signatures have been obtained, the last Approving Joint Funding Division Representative signatory shall electronically forward the signed and executed DSCYF Joint Funding Authorization form to the DSCYF representatives listed at the bottom of the form listed under “Distribution”. Each Division logging an Admission event in the DSCYF data system shall also ensure that the event is updated to reflect the specifics of the joint funding decision.
 5. A DSCYF Joint Funding Authorization agreement will not be considered finalized unless the form has been signed by the designated authorized Approving Joint Funding Division Representative(s) from each involved Division.
 6. Timeliness: To the extent possible, joint funding agreements shall be submitted and agreed upon in a timely fashion to minimize the need for after the fact DSCYF Fiscal Office expenditure corrections whenever possible.
- B. Once a joint funding agreement is in place:
1. Costs will be shared in the manner documented in the original Joint Funding Authorization agreement until an amended agreement is completed, the service ends or when a funding Division’s responsibility has ended per the “Proposed Ending Date” agreed upon as listed on the signed DSCYF Joint Funding Authorization.
 2. Any signatory to a joint funding agreement can ask for a review of an agreement at any time. The review will include all of the Divisions which are party to the agreement.

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3. If an agreement can be reached regarding a modification to an existing DSCYF Joint Funding Authorization, a new joint funding agreement will be completed by the applicable Division. The initial agreement will stay in place and be followed until a new agreement is completed and distributed.
 4. No Division may unilaterally withdraw from a joint funding agreement without following the procedures as outlined above.
- C. Disputes: If agreement cannot be reached regarding joint funding including initiation or withdrawal from an agreement, Approving Joint Funding Division Representative(s) may request assistance from their respective Deputy Director and/or Division Director to resolve the dispute. Once the dispute has been resolved, the joint funding authorization form will be completed as applicable.

Should a youth remain in service and one or more Divisions' participation in the joint funding agreement change, it is the responsibility of the Approving Joint Funding Division Representative(s) to immediately alert the applicable Division Fiscal Representative(s) and DMSS Joint Funding Fiscal Representative(s) so that invoices may be coded and paid properly.

IV. RESPONSIBILITY FOR THIS POLICY

Members of the Joint Funding Committee are responsible for providing guidance regarding this policy.