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|  <p style="text-align: center;">County of Sacramento Department of Health Services Division of Behavioral Health Services Policy and Procedure</p> | Policy Issuer (Unit/Program): | Mental Health Services |
| | Policy Number: | 04-09 |
| | Effective Date: | 07-12-06 |
| | Revision Date: | 01-28-21 |
| Title: Use of Wraparound Funds | | Functional Area: Programs |
| <p>Approved By: <i>Signed version available upon request</i></p> <p>Melissa Jacobs, LCSW Division Manager, Behavioral Health Services</p> <p>Kim Pearson Division Manager, Child Protective Services</p> <p>Shaunda Cruz Chief Deputy, Juvenile Probation</p> | | |

Background:

Wraparound is a strengths-based, youth and family centered, needs driven, intensive service that enables youth with the highest level of need to remain in the home, return home or to another permanent family setting. Wraparound services are essential in helping to ensure stability of placement and prevent removal from the home.

Wraparound funds refer to current year’s foster care dollars paid to Sacramento County Behavioral Health Services contracted wraparound Contractors by the Department of Human Assistance. These funds can be used to purchase staff time to provide unique non-Medi-Cal services or to purchase goods and services within the community that will enhance the overall treatment plan for a client currently in services. Wraparound funds can be used in a flexible manner to provide services to expand or enhance services and resources either indirectly (e.g., training curriculum) or directly for children and families. The use of Wraparound funds is highly individualized, with a plan for transition toward more natural and sustainable resources to be available after discharge from the Wraparound Contractor.

Definitions:

Reinvestment: Use of funds from prior fiscal year Wraparound payments held in a trust or savings by the Wraparound Contractor which are allocated and budgeted toward pre-approved Reinvestment Plans on behalf of the county. Use of these funds is in alignment with the California Department of Social Services’ (CDSS) Wraparound Standards.

Prior Year Achieved Savings: The total, actual amount of prior years’ unspent Wraparound funds, plus any earnings, such as interest or dividends, resulting from holding the funds. Prior Year Achieved Savings shall include any unspent dollars from previously approved Reinvestment Plans.

Expenditure: Dollars that are used either from current year or from prior year Wraparound funding to pay for goods and services, including personnel that provide any non-MediCal reimburseable supports or services.. Expenditures approved for the Reinvestment plan are to be reported to the County on a quarterly basis in the Reinvestment Plan Report (see Attachment B) and may only be made with prior written approval.

Managing and Reporting: The monitoring and data collection by Wraparound Contractors on Wraparound funds received, earned or expended.

Projected Prior Year Achieved Savings: The total amount is calculated by the unused Wraparound funds accrued year-to-date plus projected Wraparound funds to be received and unused in the current fiscal year plus any projected unspent funds from Reinvestment Plans, subtracted by the projected year-to-date expenditures.

Reinvestment Plan: Through a collaborative between the Division of Behavioral Health Services (BHS), Child Protective Services (CPS), Juvenile Probation and the Wraparound Contractors, a strategy is developed that is designed to expand or enhance services and resources either indirectly (e.g., training curriculum) or directly for children and families. Proposals and budgets may be developed by the Wraparound Contractors and those that meet the strategic needs of the three County departments will be approved. Prior Year Achieved Savings will be utilized to fund the Reinvestment Plan.

Wraparound Funds: Foster care dollars paid directly to the Wraparound Contractor that can be used to purchase goods and services or to fund program staff to provide non-Medi-Cal billable services to meet individual family needs who are currently in service, when no other resource is available.

Purpose:

To ensure transparency and correct application, expenditure, and reporting of Wraparound funds.

Policy:

1. The Wraparound Contractor will have written fiscal procedures for managing, monitoring and reporting revenue, including earnings, and expenditures of all Wraparound funds, including on an individual client level.
2. Natural supports and community resources are to be exhausted prior to using Wraparound funds. The family's Wraparound plan will identify how and when natural resources will sustain staff supports and/or the purchased goods and services. The family will be provided the knowledge, skill or resources that provide more stability so that the family can focus on planning for a future utilizing natural supports.
3. The Child and Family Team (CFT) facilitator will access Wraparound funds for one-time expenses or emergencies, with a transition to natural resources that will be clearly defined, planned and documented in the client's treatment plan.
4. Prior Year Achieved Savings or Wraparound funds cannot be utilized to fund current Medi-Cal reimbursable services, without prior approval.
5. Foster care payments made in the current fiscal year are to be spent only as it relates to the needs outlined by the CFT for youth currently receiving services. Unless otherwise specified, achieved savings funds are spent only on the current year's approved Reinvestment Plan.
6. All Wraparound fund purchases for youth in services are to be documented in Avatar and will be reviewed during monthly monitoring meetings with the COUNTY.

Procedure:

1. During the CFT process, needs of the family will be identified, along with goals and strengths as part of strategizing solutions. The family's identified need should contribute to the youth's well-being. The need should be related to and articulated in the identified treatment plan for services.
2. Once goals and needs are identified, the CFT will strategize on how to meet the family's needs naturally with family members, friends, and community resources. All costs and community resources (e.g., agencies, foundations, businesses, scholarships, grants, volunteers, etc.) will be researched as potential resources for meeting the identified need of the family. However, if these resources cannot be explored or activated in a timely manner, CONTRACTORS are expected to find short term, temporary solutions that meet the needs of the family in a more expedient manner, until a long term solution can be implemented.
3. Plans for how the family will self-sustain must be clearly documented in the treatment plan for any goods and services purchased with Wraparound funds.
4. Wraparound fund requests are reviewed by Wraparound program level supervisors to ensure individual program expectations are met.
5. Wraparound Contractors will contact the assigned County Program Coordinator to request approval for amounts over \$5000, in whole or in part for the duration outlined in each Client Plan, including if the amount crosses fiscal years. If the approval is needed to address homelessness or at risk of homelessness, the Client Housing Plan is submitted and follows policies outlined in the COUNTY'S Prevention Assistance and Re-Housing policy. In the event the Program Coordinator is not available to approve the request, the Wraparound Contractor will contact the Program Manager or equivalent County staff providing coverage. Approval process should take no more than 1 business day. If the request is urgent, the COUNTY Program Manager and Division Manager should be copied on the request marked "urgent".

Reinvestment of Wraparound Funds:

Wraparound funds, unspent Reinvestment Plan funds and any earnings accrued from the fund, at the end of each fiscal year are considered Prior Year Achieved Savings to be reported to the County within 30 days following the completion of the agency's annual financial audit. Prior Year Achieved Savings will be reinvested on behalf of the County in services consistent with the provisions of SB 163 to expand or enhance services and resources for children and families. Prior Year Achieved Savings must be approved by the County and will be utilized to fund Reinvestment Plans.

1. Wraparound Contractors will submit an estimate of Achieved Savings they are expecting to have by the end of the current fiscal year. Reports are due by March 31st.
2. Contractors will outline their proposal for reinvesting Prior Year Achieved Savings in services for children and families in the Reinvestment Plan.
 - a. Contractors may not exceed 15% allocated costs for programs that a Contractor operates that delivers services to community members. Examples include tutoring, respite, and additional wraparound slots. Allocated costs are not permitted for vendor payments as part of the Reinvestment Plan. Examples include conferences and enhanced placement costs.
 - b. Contractors may not self-administer an administrative fee without County approval.
3. BHS, CPS, and Probation Managers review all Reinvestment Plans, add to, adjust and provide approvals that will meet a broad array of needs for children and families.
4. Any unspent funds without an approved plan must be set aside in a savings or trust by the Wraparound contractor until and when the County determines and approves in writing a use for

the funds on behalf of the County to further expand or enhance services and resources for children and families according to CDSS Wraparound Standards.

5. Wraparound Contractors will provide the assigned COUNTY Program Coordinator of a status report on Reinvestment Plan expenditures, and any changes to Achieved Savings, including earnings, within 30 days after the end of each quarter. Contractors may submit a New Proposal Addendum Request (see Attachment A), which will include a proposal for unspent funds. Proposals that are fiscally sound and meet the strategic need that further expands or enhances services and resources for children and families as determined by BHS, CPS, and Probation departments will be approved.
6. Wraparound Contractors will track and monitor Reinvestment Plan benchmarks and outcomes during the program monitoring activities. On a quarterly basis, Wraparound Contractors shall report on the program description, including any changes, target population, number of clients served, and outcomes using the Reinvestment Plan Report (see Attachment B).
7. Unless otherwise approved, achieved savings funds are spent only on the current fiscal year's approved Reinvestment Plan.
8. Prior Year Achieved Savings cannot be utilized to fund current Medi-Cal reimbursable services without prior approval.
9. CONTRACTOR shall remit payment to vendors or organizations, as approved and authorized in writing by COUNTY within 30 days of receipt of written request.
10. CONTRACTOR shall remit the Achieved Savings funds balance, in whole or in part, within 30 days of receipt of written request.

Reference(s)/Attachments:

- Attachment A – New Proposal Addendum Request
- Attachment B – Reinvestment Plan Report

Related Policies:

- [Enrollment of Youth in Wraparound Program](#)
- [SB 163 \(ACIN I-52-15\)](#)
- [Prevention Assistance and Re-Housing Services](#)

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