

North Carolina Department of Health and Human Services
Division of Social Services

325 North Salisbury Street • 2410 Mail Service Center • Raleigh, North Carolina 27699-2410
Courier # 56-20-25

Michael F. Easley, Governor
Dempsey Benton, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

June 2, 2008

Dear County Directors of Social Services

SUBJECT: 2008/2009 Plans for use of TANF-DV funds

County Department of Social Services and local domestic violence agencies should meet to develop or amend 2008/2009 Plans for use of TANF-DV Funds. We do not know the allocation amount; however, we anticipate some funding. **The Plan signed by the Director, the director's designee, for both the county department of social services and the domestic violence program must be received by June 20, 2008.** The Division and a representative from the NC Council for Women will review the Plan. When the Plan is approved, both the Department of Social Services and local domestic violence agencies will be notified.

The purpose of the TANF-DV funds is to provide direct services to victims and survivors of domestic violence. Some of the services may include relocation expenses, rent/mortgage payments, deposits, transportation, etc. Counties are encouraged to be innovative in determining how to meet the needs of the clients. Remember, these funds may not be used for domestic violence agency staff time if that time is already covered by another grant. Shelter costs may only be charged if the cost of shelter is not already paid for by another grant.

A Sample Plan and Guidelines are attached. The Plan should state the services that will be provided and the manner in which the services will be delivered. Please reference the Sample Plan and use it as a template or guide as to what information should be included in the county plan.

Empirical data and experiential work has confirmed that frequently in reports of domestic violence, there is a co-occurrence of child abuse. As child welfare agencies charged with the protection of children, recognition of the correlation is only a starting point. It is important that we partner with the local domestic violence agencies in recognizing the dynamics of domestic violence and the interplay with child abuse to better protect children and non-offending parents. Together we are better able to meet our mandate of protecting children, while ensuring positive outcomes for the safety of the non-offending

parent and children in the family. The Division recognizes that to ensure the safety of the non-offending parent often ensures the safety of the child. Interventions are strengthened by the collaborative efforts of the Department of Social Services and the Domestic Violence Programs. The collaborative relationship that begins with the development of the TANF-DV Plan should be strengthened with the development of referral procedures and protocols that facilitate positive interventions.

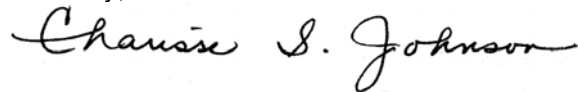
Please submit **two copies (one original signed in blue ink and one copy)** of your 2008/2009 Plan by **June 20, 2008** to:

Family Support and Child Welfare Services
ATTN: Glorina Y. Stallworth
MSC 2410
Raleigh, NC 27699-2410

There is an ongoing concern about counties who historically under spend. While a late term reallocation effort was put in place in an attempt to minimize massive under spending, the TANF-DV Program Consultant, in addition to the Work First and Child Welfare consultants, will continue to provide technical assistance throughout the year to support under spending counties.

Any questions regarding instructions issued in this letter should be directed to Glorina Y. Stallworth at (919) 733-2279 or your Work First Representative or Children's Program Representative.

Sincerely,



Charisse S. Johnson, Chief
Family Support and Child Welfare Services

Attachments

cc: Sherry S. Bradsher
Sarah Barham
Local Business Liaisons Managers
Jo Ann Lamm
Children' Services Program Representatives
Family Support and Child Welfare Services Team Leaders
Work First Representatives
Hank Bowers
Local Domestic Violence Agencies

FSCWS-24-08

_____ COUNTY

FAMILY DOMESTIC VIOLENCE PLAN

FY 2008 – 2009

_____, Director
_____, Work First Supervisor
_____ County
Department of Social Services
(Address)

_____, Executive Director
Domestic Violence Shelter.
Phone:
Fax:
[\(email\)](#)

SAMPLE TANF/DV PLAN

_____ COUNTY

Family Domestic Violence Plan

FY 2008 – 2009

PURPOSE:

In accordance with the August 29, 2001 action of the General Assembly, the _____ County Department of Social Services and the _____ Crisis Council, Inc. (Domestic Violence Program) have developed a plan to provide services to TANF eligible victims of domestic violence. This is an agreement on how to proceed and interact with families with children who are experiencing or have experienced domestic violence in the past.

REFERRAL PROCESS:

Clients requesting Domestic Violence services will be referred to the DV Agency. A referral from and the Work First Domestic Violence Assessment document will be completed and forwarded to the Department of Social Services. The DSS worker will determine eligibility and obtain the client signature on the DSS-5027 Services Information form. The Department of Social Services will track Domestic Violence cases and authorize all funds for payment.

The DV agency will assess eligibility of all clients who seek DV related services with their agency. They will refer all clients who appear to meet TANF eligibility requirements to the _____ County DSS for assistance along with the appropriate forms for final determination.

The Children Services staff with the Department of Social Services will also complete the Work First Domestic Violence Assessment document for clients requiring DV services and will coordinate appropriate services.

The Children Services staff and DV agency work together on any neglect, abuse, or dependency case that also involves domestic violence.

The DV Agency and Department of Social Services will develop referral procedures that allow follow-up by DSS and provide the DV Agency with pertinent information to facilitate positive intervention and appropriate collaboration.

ELIGIBILITY PROCESS:

DSS eligibility staff will determine eligibility for domestic violence funds based on either of these criteria:

1. The family with children is eligible for Work First.
2. The family with children falls within 200% of the federal poverty guidelines and has a family member meeting the kinship, age, living with, and citizenship requirements.

The recipient of TANF/DV funds must qualify in both areas, with a DV assessment and they must meet the financial and kinship criteria.

USE OF FUNDS:

The agencies acknowledge that there are a variety of Domestic Violence services that will play a crucial role in helping to protect children and families. TANF/DV funds, which may be used to serve any family that meets the 200% of poverty guidelines, may be authorized for a variety of expenditures beyond emergency services as referenced in the attached Dear County Director of Social Services Letter of June 23, 2004. The basic cost of each service shall not exceed \$300. However, the County DSS may authorize a larger amount based on the written recommendation of the DV Agency. For amounts greater than \$300, a DSS Vendor Agreement will be prepared and signed.

Covered services may include:

1. Counseling (Up to \$75.00 per hour for professional and \$45.00 for paraprofessional)
2. Short term emergency services that will ensure client safety such as Housing assistance, Utility bill or deposit, Security deposit, domestic violence shelter costs, and relocation assistance to a safe place within or outside the state. Shelter rates reimbursed up to \$50 per individual per night.
3. Transportation (Reimbursed at reasonable cost as set forth in the Guidelines for TANF/DV funds)
4. Work-related expenses (refer to guidelines)
5. Legal fees (Up to \$125.00 per hour)
6. Other reasonable costs may be reimbursed as long as DSS and the DV Agency agree.
7. Other Expenditures, as recommended by State DV/TANF staff (Refer to Attached statement regarding TANF/DV approved Costs)

Services to be provided with TANF Domestic Violence funds include nonrecurring, short-term benefits designed to deal with a specific episode of need. These funds are not intended to meet recurring or ongoing needs, and will not extend beyond four months. _____ County's allotment for the fiscal year 2008 – 2009 shall be authorized by the State Division of Social Services.

Furthermore, no services will be provided utilizing the TANF Domestic Violence funding that meets the federal definition of "assistance" defined as **services that have case value (cash like) and are intended to meet basic ongoing needs.** Services are not considered assistance if they are:

Non recurring, short term benefits designed to deal with a specific episode of need;

Not intended to meet recurring or ongoing needs, and;

Not extending beyond 4 months.

BILLING PROCESS:

1. DSS and the DV agency will develop and coordinate billing plan which must include monthly billing.
2. DSS makes direct payments to providers upon receipt of itemized statements and/or completed and signed direct payment authorizations.

REALLOCATION:

Both the DV agency and DSS agency understand that TANF/DV funds may be reallocated during the fiscal year at the discretion of the Division of Social Services.

CPS and DOMESTIC VIOLENCE AGENCY COLLABORATION

Please include a paragraph explaining how your CPS unit and Domestic Violence agency plan to collaborate, refer, and work together with reports of neglect, dependency, or abuse when there is domestic violence in the home.

OTHER COLLABORATIVE EFFORTS:

Both DSS and the DV agency will exemplify collaboration at least once a quarter as evidenced by the DV agency's attendance at DSS staff/team meetings, DV training done by the DV agency with DSS staff, and/or some form of quarterly cultural diversity training between both agencies surrounding domestic violence.

SIGNATURES:

Director
Department of Social Services

Executive Director
DV Agency

Date

TANF/DV Approved Costs

Transportation: The estimated rate of 50.5 cents per mile is approved for use of a personal vehicle. Reasonable actual cost for bus passes, cabs, auto repairs, etc. as approved by the local department of social services.

Individual and Family Adjustment Services: The established rate of up to \$75.00 per hour is approved for Individual and Family Adjustment Services for professional staff and \$45.00 per hour for para-professional staff. (This includes but is not limited to counseling, court advocacy, individual assessments, support group, and parenting class facilitators, etc.)

Housing: (includes rent, utilities, deposits, and relocation costs) Reasonable actual cost for these services as approved by the local department of social services.

Educational or Job Training Activities: Reasonable actual costs for these services as approved by the local department of social services.

Attorney Fees: \$125.00 per hour is the established rate for attorney fees.

Shelter Costs for Domestic Violence Victims and their Dependents: The Established rate of up to \$50.00 per person per night is approved for shelter costs.

Guidelines for Temporary Assistance to Needy Families/Domestic Violence (TANF/DV) Funds

PURPOSE OF THIS FUNDING:

To provide domestic violence services to Work First eligible clients. These funds shall be used to provide domestic violence counseling, support, and other direct services to clients. Each county department of social services and the local domestic violence shelter program serving the county shall jointly develop a plan for utilizing these funds.

REFERRAL:

The local domestic violence (DV) agency can refer potentially eligible clients to the local DSS for further assistance. The domestic violence agency may have assessed for eligibility and services needed. If such assessment has occurred, then it is recommended that the DV agency provide the client with documentation indicating that an assessment has been completed and indicating services needed. The local DSS will complete the further eligibility screening for TANF/DV eligibility.

DSS will refer any Work First eligible applicant who indicates domestic violence during screening to the local DV agency for a domestic violence assessment. The domestic violence assessment will be the basis for any TANF/DV services provided. Recommendations will be made after the assessment as to appropriate services.

ELIGIBILITY:

DSS eligibility staff will screen clients and will determine eligibility for TANF/DV funds based on either of these criteria:

1. Families eligible or receiving Work First Family Assistance.
2. Families with incomes under 200% of the federal poverty guidelines, provided there is a child in the household who is under age 18 and meets the kinship and citizenship requirements.

REALLOCATION OF TANF/DV FUNDS: The Division of Social Services may reallocate unspent funds to counties that submit a written request for additional funds.

TANF/DV APPROVED COSTS:

The following list is not exclusive. Any appropriate expenditure that DSS and the DV agency agree on that will promote safety for a client and children and economic stability can be allowed as long as it is a direct victim service and falls with TANF guidelines. Billing must be done monthly by the DV agency to ensure accuracy in the TANF/DV remaining balances.

Transportation: The approved state rate per mile is allowed for use of a personal vehicle. Reasonable actual costs for bus passes, cabs, auto repairs, car insurance, etc. as approved by the local department of social services and the domestic violence agency are allowed.

Individual and Family Adjustment Services: The established rate of up to \$ 75.00 per hour is approved for Individual and Family Adjustment Services for professional counseling. The approved rate of up to \$45.00 per hour is for para-professional counseling. Counseling whether professional or para-professional includes but is not limited to therapeutic counseling, crisis counseling, court advocacy, individual assessments, support group, batterers intervention, and parenting class. Costs for individual counseling or batterers intervention class for offending parents can be paid with TANF/DV funds. Payments for group sessions will be the amount that is typically charged per client.

Housing: Housing assistance includes rent, utilities, deposits, moving truck rental, and other relocation costs. Reasonable actual cost for these services as approved by the local department of social services and the domestic violence agency is allowed.

Educational or Job Training Activities: Reasonable actual costs are allowed for these services as approved by the local department of social services and the domestic violence agency and can include tuition, books, transportation, day care, etc.

Attorney Fees: \$125.00 per hour is the established rate for attorney fees. The fees can be used for any civil action that will enable a victim to be safe and/or economically independent.

Shelter Costs for Domestic Violence Victims and Their Dependents: The established rate of up to \$50.00 per person per night is approved for shelter costs. This can only be charged if the shelter is not already funded from another source. The local shelter will be asked to provide a per night cost for reimbursement.

Other possible expenditures include but are not limited to: Past due bills that interfere with the client getting safe housing, day care expense, uniforms, steel-toed boots, etc. NOTE: Medical expenses and prescriptions are not allowable costs for TANF funds. State or local funds may be used for medical expenses or prescriptions.

CPS Cases: Assistance for the non offending parent can be provided for safety and economic stability. It is important to note that assistance cannot be provided to the non offending parent if the children are in the legal custody of the county. Also, assistance cannot be provided if a kinship provider is currently receiving child only TANF benefits by maintaining physical custody of the non-offending parent's children. One example of this would be if a grandparent (safety resource) was caring for the non offending parent's children while the parent had an open CPS In-Home Services Case. The grandparent seeks and receives TANF assistance to help with the cost of caring for the children. The CPS worker, TANF worker, and family members could all collaborate together in eventually working toward a plan of discontinuing TANF to the grandparent and toward supporting a safe and economic stable reunified family.

No services will be provided utilizing the TANF Domestic Violence funding that meets the federal definition of "assistance" defined as **services that have cash value (cash like) and are intended to meet basic ongoing needs.** Services are not considered assistance if they are:

- Nonrecurring, short term benefits designed to deal with a specific episode of need
- Not intended to meet recurring or ongoing needs
- Not extending beyond 4 months

Other Collaboration Efforts: The DSS and DV agency must collaborate at least once quarterly, as evidenced by the DV agency attending staff meetings at the local DSS, cultural diversity training or with cross training occurring between agencies.

For information, contact: Glorina Y. Stallworth
Family Violence Prevention Coordinator
Email: glorina.stallworth@ncmail.net
Office: 919-733-2279

Revised 05/05/08