



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
Carmen Hooker Odom, Secretary

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

April 26, 2006

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: Work First Program Administrators and Supervisors

SUBJECT: SFY 06/07 County Plans for use of TANF-DV Funds

It is time again to develop your TANF-DV County Plan with your local domestic violence agency. The Division does not know the allocation amount; however, we do anticipate continued funding. The Plan for your county must be mutually developed between the DSS and the local Domestic Violence Agency. The Director of the local DSS and the local Domestic Violence Agency should sign the county's TANF-DV County Plan which indicates community collaboration and partnering. Plans are due to the Division by May 30, 2006.

The plans will be reviewed by the Division and by a representative from the NC Council for Women. The local Department of Social Services and the local Domestic Violence Agency will be notified once the Plan is approved. You will receive notification from the Controller's Office of your exact allocation as soon as possible after June 30, 2006.

The purpose of the TANF-DV funds is to provide direct services to victims and survivors of domestic violence. The collaborative relationship that begins with the development of the TANF-DV Plan can strengthen the quality of services provided in your community. 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. These funds may not be used for domestic violence agency staff time when 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.

Please note, as child welfare agencies charged with the protection of children, 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. The Division recognizes that to ensure the safety of the non-offending parent often ensures the safety of the child.

It is recommended that you review your County's current plan with your local domestic violence agency to facilitate discussion regarding the SFY06/07 TANF-DV County Plan. Your County's Plan must describe the services that will be provided and the manner in which the services will be delivered. A referral procedure that allows follow-up to occur by DSS and at the same time provides the Domestic Violence Program with pertinent information to facilitate positive interventions is recommended. Please

reference the Sample Plan and use it as a template or guide as to what information should be included in your County's Plan. Attached are TANF-DV procedures to guide plan development.

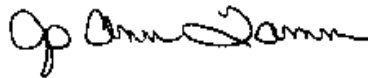
Annually, an End-of-the-Year report is submitted, this report must include the number of clients you served and the kind of assistance they received. The End-of-the Year Report is due to this office by July 30, 2006 for SFY05/06. The information that you report to the Division is included in a variety of reports including a legislative report, therefore it is critical that you submit this report by the due date. A reporting form is attached.

Please submit two copies of your SFY 06/07 County Plan by May 30, 2006 to:

North Carolina Division of Social Services
Family Support and Child Welfare Services Section
Community Based Programs
ATTN: Wanda Cobb
MSC 2410
Raleigh, NC 27699-2410

The Division appreciates the work you do to support children and families. Please direct your questions to Wanda Cobb, TANF DV Consultant, at (919) 733-2279 and/or your Work First Representative or Children's Program Representative.

Sincerely,



JoAnn Lamm, Section Chief
Family Support and Child Welfare Services Section

Attachments

cc: Sherry S. Bradsher
Children's Program Representatives
Work First Representatives
Family Support and Child Welfare Services Team Leaders
Local Business Liaisons
Domestic Violence Agencies

FSCWS-29-06

PROCEDURES FOR TANF-DV PROGRAM

1. All expenditures for the fiscal year are due to the Controller's Office by the last working day of May. Any receipts submitted to the Controller's Office after May 31st will be deducted from the next State Fiscal Year's allocation.
2. In the County Plan, DSS is the agency responsible for determining financial eligibility and the DV agency is responsible for determining whether an individual is a victim of domestic violence.
3. All plans are due to the Division no later than **May 30th**.
4. Funding will not be appropriated to a county until the County's Plan has been approved.
 - a. The right to an 'appeal' should not be included in your Plan. There is no "appeal" for the TANF-DV Program. The appeal process is appropriate, as well as a requirement, for the Work First program. If a victim of domestic violence meets the income and child custody requirements, he/she is approved. If the individual does not meet all of the fore stated requirements, the individual is denied and there is no appeal.
 - b. Some of the services these funds may be used for include:
 - i. Recreational/music/art in lieu of therapy
 - ii. Transportation (tokens, car repair, car insurance, purchase of car)
 - iii. Job trainings (fees, uniforms, books)
 - iv. Respite care
 - v. Security deposits (rent, utilities)
 - vi. Rent/mortgage
 - vii. Past due rent (that prevents a client from becoming self-sufficient)
 - viii. Security measures (change locks, repair broken windows, replace doors, etc.)
5. The submitted plan should not include contracts, DSS policy, vendor agreements, forms or any thing that relates to the day to day execution or implementation of the Program (example: hours of operation, names of individuals to call, etc.). Although these documents may be required and essential for the county, they should not be included in the Plan submitted to the Division. All of these details are to be worked out between the county DSS and local DV agency as part of the collaborative process.
6. Collaboration is required by Legislation between the two agencies (DSS and the local DV agency) in developing the Plan. Each agency should be aware of changes to the Plan, make suggestions, and be aware of the allocation and when the funds become available.
 - a. Once a county has an approved Plan, the Controller's Office will notify the county of the exact amount of the allocation.
7. The domestic violence program, as well as the local DSS, should keep statistics on the number of clients accessing these funds and the types of services being utilized. This data is needed by the Division for inclusion in a report required by the General Assembly, as well as for auditing purposes and should be available to the Division upon request.
8. Please confer with your Children's Program Representative or the Work First Representative to provide consultation in reviewing the county's proposed Plan.
9. The formula for distribution of the funds has been established by the Legislators. The formula allocates a base of \$5000 for each county. The remaining allocation is based on the county's proportion of the statewide total of Work First caseload as of July 1, and the county's proportion of the statewide total of the

individuals receiving domestic violence services from local programs funded by the Council for Women (based on the most current statistics).

10. The TANF-DV funds are to be used for victims of domestic violence (those currently experiencing crisis) and survivors (may have been victims up to three years prior to date of request for services).
11. If the local DSS should decide to designate a DSS staff member* as the individual to provide the DV assessment, that does not preclude the DSS from their responsibility of referring the client to the local DV agency. The DV client needs the support as well as expertise of someone familiar with their plight. The local DV agency has programs/services available that will be beneficial to the client in understanding the dynamics of DV and helping him/her navigate and negotiate the systems to get the help essential to their family.
12. The role of the TANF-DV Program Consultant is similar to that of a Contract Administrator. Some of the responsibilities of the Consultant include overseeing the implementation of the Plan, monitoring spending patterns, and providing technical assistance as needed. Please anticipate a visit from the TANF-DV Program Consultant at some point. When notified by the Consultant of a request for a site visit, please include DSS staff relevant to the Program, as well as the local Domestic Violence agency.

****[The Work First Policy Manual stipulates the circumstances under which the local DSS may designate an in-house staff person to conduct the DV assessment. According to the Policy Manual, the designee must be trained in family violence. In selecting the appropriate individual, the local DSS “must consult with one or more of the following agencies:***

-The Council for Women,

-the NC Coalition against Domestic Violence, or

-the local domestic violence program in the county or area recognized by the NC Council for Women.”

Reference: Work First-104D – Family Violence Option, III]

APPROVED COSTS

***TRANSPORTATION:** The estimated rate of \$32.5 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 \$40.00 per hour is approved for Individual and Family Adjustment Services for professional staff and \$31.00 per hour for para-professional staff. (This includes, but is not limited to counseling, court advocacy, individual assessments, support groups and parenting class facilitator's, etc.)

HOUSING: (includes rent, utilities, deposits, and relocation expenses)

Reasonable actual cost for these services as approved by the local department of social services.

EDUCATIONAL OR JOB/JOB TRAINING RELATED ACTIVITIES: Reasonable actual costs for these services as approved by the local department of social services.

***ATTORNEY FEES:** \$90.00 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.

PLEASE NOTE: ** The mileage rate, professional staff fees, attorney fees, and shelter costs are all 'cap' amounts; they may not be accessed at amounts larger than those listed.*

ASSESSMENTS: Initial screenings may be billed if the Family Violence Option is requested for a waiver.

SUPPLANTING OF FUNDS

SALARIES: Full-time staff whose salary is covered by a grant (Federal, State or private funding) cannot be billed.

However, if the salary or a portion is covered by unrestricted funds, the portion not covered by grant may be billed. [Example: if a full-time, professional staff person's salary is covered 50% by a grant and 50% through unrestricted funds, they may bill for 50% of the allocated portion, per hour.] A time sheet or some other form of documentation must be maintained documenting the hours spent serving TANF-DV clients.

SHELTER: Cost for shelter cannot be charged if the full cost of the shelter is covered under Federal, State or private grants. However, if a portion is covered by unrestricted funds, that portion may be billed.

SAMPLE PLAN For TANF/DV Funds

PURPOSE:

The purpose of this plan is to establish the procedures that _____ County Department of Social Services and _____ (Domestic Violence agency) will follow in assisting 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. The current allocation for the Fiscal Year 2006-2007 beginning July 1, 2006 is _____.

REFERRAL PROCESS:

The Work First Employment Services Unit of the Department of Social Services will serve as the managing unit of the TANF/DV funds. Families who have experienced domestic violence are identified as follows:

1. DSS workers identify and refer domestic violence clients to the Work First Employment Services Unit and to the local domestic violence agency.
2. The staff at the local domestic violence agency will make referrals and recommendations to Work First. *The domestic violence advocates or an approved DSS worker will do the screening for DV.*

ELIGIBILITY PROCESS:

DSS Income maintenance caseworkers will determine eligibility for domestic violence funds based on either of these criteria:

1. An individual with children is eligible for Work First.
2. An individual with children falls at or below 200% of the federal poverty guidelines.

FAMILIES TO BE SERVED:

1. Families' eligible or receiving Work First Family Assistance.
2. Families' with incomes at or below 200% of the federal poverty guidelines (including undocumented immigrants) with children, provided the children:
 - Are under the age of 18, and
 - Meet the kinship and citizenship requirements.

USE OF FUNDS:

Rental Assistance	Up to \$500.00
Security Deposit	Up to \$500.00
Utility bill or deposit	Up to \$500.00
Legal fees*	Up to \$90.00 per hour
Counseling*	Up to \$40.00 per hour for professional Up to \$31.00 per hour for paraprofessional
Transportation	Reimbursed at reasonable cost
Clothing	Actual cost

Other reasonable costs may be reimbursed as long as DSS and the DV agency agree.

*[Please Note: This is not an exhaustive list of expenditures and the amounts are only a sample, actual amounts may exceed the sample if they are approved by both agencies. However, the items with an * are 'cap' amounts, meaning these are the maximum allowable. Any appropriate expenditure that both agencies (DSS and DV) agree will promote safety for a client and children, may be allowed, if it is a direct victim service.]*

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, and:
Not extending beyond 4 months

BILLING PROCESS:

1. DSS and the DV agency work together to form a plan.
2. DSS makes direct payments to providers upon receipt of itemized statements and/or completed and signed direct payment authorizations.

CPS and DOMESTIC VIOLENCE AGENCY COLLABORATION

Please include a paragraph explaining how your CPS unit and the 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.

SIGNATURES:

Director, County Department of Social Services

Date Signed

Executive Director, Domestic Violence Agency

Date Signed

For information, contact:

*Wanda Cobb
TANF-DV Program Consultant
Office: (919) 733-2279
Fax: (919) 733-4756
Wanda.Cobb@ncmail.net*

Revised 12/15/06