



**II. FISCAL IMPACT ANALYSIS**


**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures					
Operating Costs					
External Revenue					
Program Income					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	-0-				

# ADDITIONAL FTE POSITIONS (Cumulative)					
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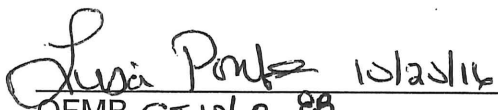
Is Item Included In Current Budget: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Budget Account No.: \_\_\_\_\_  
 Fund \_\_\_\_\_ Dept. \_\_\_\_\_ Unit \_\_\_\_\_ Obj. \_\_\_\_\_ Program Code \_\_\_\_\_ Program Period: \_\_\_\_\_


**B. Recommended Sources of Funds/Summary of Fiscal Impact:**  
 None

Departmental Fiscal Review:   
 Julie Dowe, Director, Financial & Support Svcs.

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development and Control Comments:**

 10/21/16  
 OFMB 21 10/18 88  
 10/19

 10/21/16  
 Contract Development and Control  
 10/21/16

**B. Legal Sufficiency:**

  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

**This summary is not to be used as a basis for payment.**

Subject: Community Services Health and Human Services Program Payments

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**Issue Date**

November 1, 2016

**Effective Date**

November 1<sup>st</sup>, 2016

**Health and Human Services Program Payments**

**PURPOSE**

To establish guidelines and requirements for the payment of services provided to individuals served through any Health and Human Services Program. These programs are funded through the Board of County Commissioners, Caremark Funds and various grants. The purpose of these programs is to assist individuals in maintaining or obtaining housing and to provide self sufficiency assistance, veteran services, social services, and case management in support of these services. This PPM is in accordance with CW-L-035.

**POLICY**

To provide assistance in maintaining or obtaining housing, emergency assistance, self sufficiency assistance, veteran services, and case management services to individuals in Palm Beach County who are homeless or at risk of losing their housing.

**Authorized Payments**

Payment will be made to vendors as per County established payment procedures. The following items are allowable for payment under Health and Human Services programs:

- Rent-Deposit, First Month, last month, and monthly rent
- Rental Subsidy Payments
- Utilities-electric, gas and water, including deposits
- Items to set up apartment including furniture which can be purchased through a vendor; these items can be purchased for the move- or to replace due to normal wear and tear of the furniture
- Uncovered medical expenses
- Medical Supplies as documented by Physician
- Bus Passes
- Food Voucher/ Advance Purchase Gift Card
- Destruction of Property caused by client. Client payment will be based on ability to pay
- Basic Needs- cleaning supplies, household items, toiletries, and essential items.
- Unit Inspection- Habitability Study or Housing Quality Standard
- Financial Literacy Training and Education

- Other essential items as needed and approved in writing by the Case Management Supervisor

**Supporting Documentation:**

Payment will be made to vendors as per County established payment procedures. Supporting documentation must be sufficient to support the expenditure and must be provided with the invoice for payment.

**P-Card Usage/ ACH/Wire Transfer**

For rent payments, including security deposits, a P-Card/ ACH/Wire will be available for use in order to expedite payments to vendors who are able and willing to accept these forms of payment.

**Petty Cash**

One petty cash account is established for purchasing allowable items. The account is to be used in accordance with County PPM CW-F-041. This petty cash account may not exceed \$200.

Allowable items for petty cash include:

- Basic Needs- cleaning supplies, household items, toiletries and essential items.
- Medical Supplies as documented by Physician
- Birth Certificates and Identification Cards
- Other essential items as needed and approved in writing by Case Management Supervisor

**Supersession History:**

This policy rescinds and supersedes Chapter 18: Human Services Program Payments.