Agenda Item: 3E-3

# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date: November 1, 2016		[X] []	Consen <sup>o</sup> Consen		 [ ] [ ]		====== Regular Public He	earing
Department Submitted By: Submitted For:	Community Servi	ices De ices De	<u>partment</u> partment					
I. EXECUTIVE BRI	<u>  EF</u>							
<b>Motion and Title:</b> Department Policy Payments.	Staff recomment and Procedure N	i <b>ds mo</b> ⁄lanual,	<b>tion to</b> a Health a	<b>appr</b> and	ove: Hum	: Co nan	ommunity Services	/ Services Program
Summary: The Cor Health and Human requirements for the individuals who are poverty level by as them with emergen procedures were las December 15, 201 service models, the financial assistance Program Payments accordance with Cot the department's FY	an Services Proe payments for good homeless, at risk of sisting them with cy assistance and st revised and appropriate is a need to early and I buntywide PPM CW 2017 budget. (Cor	gram I ods and of being maintail case m roved by provide expand ds and s Human /-L-035. mmunity	Payments services   homeles ning or o anageme the Boa ed by state catego supersede Services Funds for Services	proviss, or obtain sent se red of aff expories es C Progor the Exportant per progon the Exportan	tablided who ing conting conti	to Po to Are houses. unty id in servicer 18 Pay servicent)	s guide Palm Bear below to sing and These por Commission responsivice auth 8: Human yments poes are in County	lines and ach County the federal providing olicies and sioners on se to new norized for Services oolicy is in ncluded in wide (HH)
Background and J Services program p benefiting clients. P will expedite housi including medication in obtaining birth ce	ayments to guide so roviding the means ing placement and the supplement and related supplements.	staff in r for stat d ensur plies. Fu	making pa ff to expar e rapid a unds will a	ayme nd fir acce: also	ents nanc ss to be u	for g tial s o cr ised	goods an support to ritical ne to assist	d services residents eds items
Attachments: Policy	y and Procedure Mar	nual, Hea	ılth and Hu	uman	Ser	/ices	Program	Payments.
Recommended By	: In Id WY Department Dire	ctor					/0//7 Dat	116
Approved By:	Assistant County	( 1)	BON nistrator	n	<i>)</i>		/ () Dat	/24//

# II. FISCAL IMPACT ANALYSIS

# A. Five Year Summary of Fiscal Impact:

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures	2017	2010	2013	2020	2021
Operating Costs					
External Revenue					
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT	-0-				
THE I TISOAL IMPACT	0-				
# ADDITIONAL FTE POSITIONS (Cumulative)					
Is Item Included In Curr Budget Account No.: Fund Dept U			No _ Code_Pro	gram Perio	od:
B. Recommended S None	ources of Fund	ds/Summary	of Fiscal In	npact:	
Departmental Fiscal Re		e, Director, Fir	nancial & Su	upport Svcs.	
		VIEW COMM			
A. OFMB Fiscal and				Comment	s:
OFMB 27 10/18  B. Legal Sufficiency	2 12/2/11/2 88 1919	Contra	ct Develop	Molouk nent and Ch	ontrol Oly/
Assistant County A	lug d attørhey				
C. Other Departmen	t Review:				
Department Direct	or				

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

**Issue Date** 

**Effective Date** 

November 1, 2016

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.