



**II. FISCAL IMPACT ANALYSIS**

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

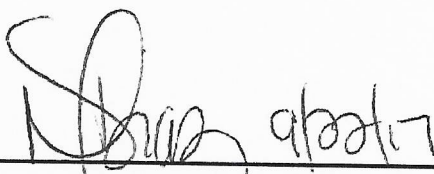
| Fiscal Years             | <u>2018</u>   | <u>2019</u>   | <u>2020</u>   | <u>2021</u>   | <u>2022</u>   |
|--------------------------|---------------|---------------|---------------|---------------|---------------|
| Capital Expenditures     |               |               |               |               |               |
| Operating Costs          | 18,000        | 18,000        | 18,000        | 18,000        | 18,000        |
| External Revenues        |               |               |               |               |               |
| Program Income (County)  |               |               |               |               |               |
| In-Kind Match (County)   |               |               |               |               |               |
| <b>Net Fiscal Impact</b> | <u>18,000</u> | <u>18,000</u> | <u>18,000</u> | <u>18,000</u> | <u>18,000</u> |

# ADDITIONAL FTE POSITIONS (Cumulative)      0      0      0      0      0

Is Item Included In Current Budget?    Yes   X      No       

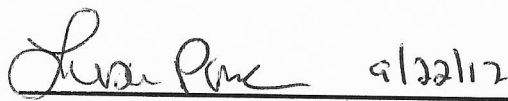
Budget Account Exp No: Fund 0001 Department 660 Unit 5242 Object various  
 Rev No: Fund        Department        Unit        RevSc       

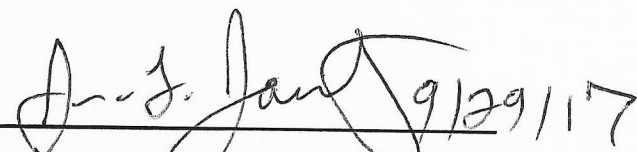
**B. Recommended Sources of Funds/Summary of Fiscal Impact:**  
 Fund: General Fund  
 Unit: 5242 – Family Drug Court

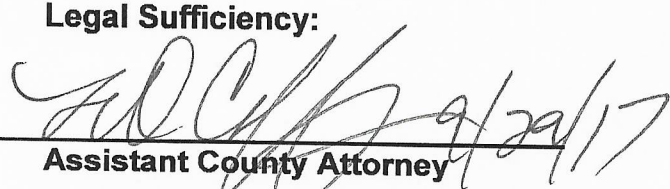
Departmental Fiscal Review:  9/22/17


**III. REVIEW COMMENTS**

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

 9/22/17  
 OFMB ET 9/20

 9/29/17  
 Contract Administration

**B. Legal Sufficiency:**  
 9/29/17  
 Assistant County Attorney

9/28/17 

**C. Other Department Review:**

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

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

DEPARTMENT OF PUBLIC SAFETY

TO: All Departmental Administrative Personnel and Division Directors  
FROM: STEPHANIE SEJNOHA – DEPARTMENT DIRECTOR  
SUBJECT: FAMILY DRUG COURT – HEALTH AND HUMAN SERVICES PAYMENTS  
PPM PSL-004

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ISSUE DATE  
10/03/2017

EFFECTIVE DATE  
10/03/2017

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**PURPOSE**

To establish guidelines and requirements for the payment of services provided to individuals served through the Justice Services Division Family Drug Court Program. This program is funded through the Board of County Commissioners, Ad Valorem Funds. The purpose of this program is to identify, case manage, drug test, and provide outpatient and inpatient substance abuse treatment services to substance abusing parents, affected children, as well as relatives and partners. This PPM is in accordance with CW-L-035.

**POLICY**

To provide assistance in maintaining or obtaining housing, emergency assistance, and case management services to participants in the Family Drug Court Program.

**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-security deposit, first month, last month, and monthly rent
- Sober Living Cost-only for family services
- 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
- Baby Items-stroller, car seat, diapers, feeding, clothes and shoes, and other health and safety items
- Child Care-day care cost not funded by Early Learning Coalition, summer camp, spring break camp
- Cell Phone
- Traffic Ticket Fines
- Food Voucher/ Advance Purchase Gift Card
- Basic Needs- cleaning supplies, household items, toiletries, and essential items.
- Financial Literacy Training and Education
- Other essential items as needed and approved in writing by the Case Management Supervisor

PPM PSL-004

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## **Supporting Documentation**

Payment will be made to vendors as per County established payment procedures (CW-L-035). Supporting documentation must be sufficient to support the expenditure and must be provided with the invoice for payment.

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

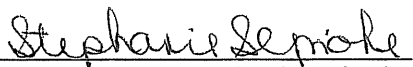
For rent payments, including security deposits, a P-Card/ ACH/Wire will be available for use in order to expedite payments to vendors who are able and willing to accept these forms of payment.

## **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 \$500.

Allowable items for petty cash include:

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



Stephanie Sejnoha  
Department Director