

The County of San Bernardino Department of Behavioral Health

Children's Fund Voucher Guidelines

Effective Date 05/02/2011
Revision Date 09/23/2011



Allan Rawland, Director

Overview The Department of Behavioral Health (DBH) staff may facilitate assistance to minor and transitional age (youth ages 18 to 25) clients by requesting vouchers for children and youth with an immediate need in accordance with applicable County and Department policies and procedures as funds are available.

Purpose To inform DBH staff of guidelines to request vouchers to assist DBH minor and transitional age clients including children of DBH clients.

Voucher Requests Vouchers shall only be issued for the following immediate need items:

- Appliances
- Bedding
- Beds
- Car seats
- Clothing
- Cribs
- Diapers
- Food
- Hygiene
- Infant Items
- School Supplies

Important Note:

- 1) No exceptions may be made regarding the abovementioned items to be purchased via a voucher.
- 2) Additional items may be available for client by submitting an application to [Children's Fund Referral Request](#)

Voucher Limits All voucher requests are subject to approval. Priority will be given based on immediate need. Requests will be limited to the following amounts:

Category	Maximum Allowed	Basis
Refrigerator	\$600.00	Per family
Bedding	\$50.00	Per child
Beds:		
Twin Bed	\$375.00	
Bunk Beds	\$450.00	
Twin Mattress ONLY for existing bed frame	\$200.00	
Car Seats	\$50.00	Per child
Clothing	\$200.00	Per child
Cribs	\$250.00	
Diapers	\$25.00	Per child

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Children’s Fund Voucher Guidelines, Continued

Voucher Limits
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Category	Maximum Allowed	Basis
Food	\$150.00	Per family up to 4
	\$200.00	Per family 5 or more
Hygiene	\$25.00	Per child
School Supplies	\$25.00	Per child

Note: Requests are limited to the following:

- one (1) time only request per item or need
- one (1) request per fiscal year

Voucher Packet DBH staff will complete the following documents in their entirety for review and approval by the Clinic Supervisor.

- Authorization of Issuance of Immediate Need ([DBH712](#))
- Authorization to Release Protected Health Information for Immediate Need Voucher ([English](#)) ([Spanish](#))

Upon approval the documents will be forwarded to the local DBH Fund Custodian for processing.

Vendor Verification

Clients and the parents of minor clients who receive the vouchers have the ability to select the vendor. DBH staff shall confirm with vendors the acceptance of vouchers **prior** to sending clients to location. Fund Custodians has access to a listing of vendors who currently accept the vouchers.

Approved Voucher Processing

The following table describes the steps the local DBH Fund Custodian and/or Clinician completes in obtaining vouchers:

Step	Who	Action
1	Fund Custodian	Verify the child/youth has not received a voucher in the current fiscal year (July 1–June 30)
2	Fund Custodian	Complete and copy Vendor Service Order NCR form (HS 278)
3	Clinician	Obtain client or parent/guardian signature
4	Fund Custodian	Make three (3) copies of the following forms: <ul style="list-style-type: none"> • Pink copy of HS 278, Vendor Service Order • DBH 712, Authorization for Issuance of Immediate Need
5	Clinician/ Issuer	Obtain client signature of receipt and provide client with White and Canary copies of HS 278

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Children’s Fund Voucher Guidelines, Continued

Approved Voucher Processing
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Step	Who	Action						
6	Fund Custodian	<ul style="list-style-type: none"> Verify all sections have been completed including signatures Send original/copy of the Pink HS 278 and DBH 712 to each of the following Human Services (HS) locations: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Location</th> <th>Address/Mail Code</th> </tr> </thead> <tbody> <tr> <td>HS Auditing (originals)</td> <td>825 E. Hospitality Ln, First Floor San Bernardino, CA 92415-0132 Mail Code 0914</td> </tr> <tr> <td>HS Administration (copies)</td> <td>150 S. Lena Rd San Bernardino, CA 92415-0515 Mail Code 0515</td> </tr> </tbody> </table>	Location	Address/Mail Code	HS Auditing (originals)	825 E. Hospitality Ln, First Floor San Bernardino, CA 92415-0132 Mail Code 0914	HS Administration (copies)	150 S. Lena Rd San Bernardino, CA 92415-0515 Mail Code 0515
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7	Fund Custodian	Maintain the Children’s Fund Voucher log HSS 715 and shared DBH Voucher tracking log.						
8	Fund Custodian	Submit monthly original HSS 715 log for the vouchers to HS Auditing by the third (3 rd) business day of following month.						

Note: All locations should retain copies as backup documentation for site audits.

Voucher Tracking and Record Keeping

All immediate need voucher requests will be logged and tracked on the Children’s Fund Voucher spreadsheet which is stored on a DBH shared drive accessible by the appropriate local DBH Fund Custodian to ensure all transactions are accounted for and to avoid duplication of requests.

Staff shall refer to the [Prepaid Cards Policy](#) and [Prepaid Card Procedure](#) for details regarding staff responsibilities and record keeping requirements to ensure compliance with ACR Internal Controls and Cash Manual.

Questions

Fund Custodians may contact the following for questions concerning:

- Staff changes – Please forward updated [HS 710](#) via email to [Compliance](#)
- Children’s Fund Program – HS Administration at (909) 387-3312
- Vouchers/Voucher Log – HS Auditing at (909) 383-9746

Related Documents

County Auditor/Controller-Recorder (ACR):

- [Internal Controls and Cash Manual](#)

DBH Standard Practice Manual

- BOP3030: [Prepaid Cards Policy](#)
- BOP3030-1: [Prepaid Cards Procedure](#)