LCCS POLICY 111
Issuance of Vouchers or Checks for Caregiver Needs

Original Issue Date:	7/17/1990
Revision Dates:	4/1/1991,4/25/1997, 5/7/1999, 7/23/2019
Revision Number:	4
Current Effective Date:	7/23/2019
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	Services Worker of Record, Foster Care Caseworkers Community Development Caseworkers, and Fiscal Department Staff
Responsibility:	Services Division Managers and Fiscal Dept Staff
Purpose:	To establish consistent criteria for issuing vouchers or checks for client needs
Legal Cite:	O.R.C. § 5153.16

POLICY STATEMENT

Criteria will exist for the issuing of vouchers or checks to assist families and/or caregivers with the purchase of food, clothing, rent, utilities and home furnishings.

PROCEDURE

ALLOWABLE EXPENDITURES

Complete other funding sources section on the Request for Funds Form (LCCS # 4695) If it is determined that no other funding source is available to assist the family, and it is determined that the expenditure will prevent placement, maintain and stabilize the relative placement or assist with reunifying children with their family, LCCS Staff may request funds for:

- Rent
- Utilities
- Home furnishings
- Clothing
- Food
- Respite

It is recommended that used, not new, home furnishings be purchased if possible.

Respite is also allowable to maintain the foster placement.

Food vouchers are only issued to foster placements on a case by case basis. A reimbursement agreement must be reached before the voucher will be issued. Details of the agreement should be included in the "Purpose for Request " section of the Request for Funds form and forwarded to the Accounting Department.

METHOD OF ACCESS TO VOUCHERS/CHECKS:

Service Delivery Staff should forward a completed "Request for Funds" form (LCCS#4695) to the Accounts Payable Dept. to obtain either a **Voucher** to an LCCS approved vendor for the purchase of merchandise, or, when it is not possible to use a voucher for the client's needs, to obtain a **Check** to pay for merchandise or services. Checks can be requested when merchandise needs to be purchased but the client is out of the service area of any LCCS approved vendor who would honor a voucher, or when services needed are not able to be paid with a voucher (i.e. rent, utilities, etc.).

For a Voucher, the Request for Funds form should include:
- **store choice** (any vendor who accepts LCCS vouchers)
- **maximum dollars allowable** (the caseworker supervisor will determine the amount based upon the need and the unit budget)
- **person who will make the purchase**.
- **signatures** (of the service delivery staff person and their supervisor and manager or assistant manager)
- **a list of allowable items to be purchased**

For a check, the Request for Funds form should include:
- appropriate **documentation** (itemized service provider or vendor invoice that includes the rate or unit cost and total);
- **signatures** of the service delivery staff person and their supervisor and manager or assistant manager.

In order to process a check request, W-9 and Independent Contractor forms must be on file for the check recipient. If not already on file, these forms should be submitted with the Request for Funds.

In order for check payments to be made within the same month, Requests for Funds must be submitted and processed prior to the Auditor's cutoff date. The cutoff date is currently eight working days prior to the end of the month. Submitting requests as early as possible in the month is best so that payments are not delayed until the next month. Vouchers are able to be submitted at any time as these are not paid until the items are purchased and the vendor actually bills LCCS.

A referral to the Department of Community Development should be completed when it is determined that the need for assistance is a result of inadequate budgeting and management skills.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS

LCCS Policy 680 (Agency Clothing Allocation for Children)
LCCS Policy 290 (Donation Account)
LCCS Form 4695 (Request for Funds)