

LCCS POLICY 211

Access to Funds after Hours

Original Issue Date:	11/2/1990
Revision Dates:	2/4/1999, 3/1/2021
Revision Number:	2
Current Effective Date:	3/1/2021
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All Service Delivery Staff
Responsibility:	Security Unit, Accounting Unit, Service Delivery Staff and Supervisors
Purpose:	To establish a process enabling casework personnel to access funds after LCCS office hours to meet emergency client needs.
Legal Cite:	O.R.C. §§ 5153.10, 5153.16

POLICY STATEMENT

Casework personnel may access funds after LCCS office hours through the security department to meet emergency client needs.

PROCEDURE - including required timeframes and documentation

LCCS Fiscal office hours are 8:30 a.m. through 4:30 p.m. Monday through Friday excluding holidays as determined by the Human Resources Department.

Purchase Orders

After LCCS Fiscal office hours, funds may be accessed to meet emergency client needs through the security office via purchase order.

The purchase orders may be used for the following emergency purposes:

- Food (\$100 maximum per family)
- Clothing (\$250 maximum per child) beyond what is available in the emergency clothing room.
- Bus travel

Once the caseworker determines that an emergency exists, they should notify their supervisor. Upon approval, supervisor will contact LCCS security.

LCCS Security goes into the PB Fiscal application to type out the purchase order.

Caseworker should obtain Purchase Order from security and complete. Upon completion, the Purchase Order will be distributed as follows:

- Blue copy – caseworker
- White copy - on the next workday, security will submit this copy (attached to a completed Request For Funds - LCCS #4695) to accounting.
- Copy of voucher and request for funds are maintained at security.

Purchase voucher issued is saved in PB Fiscal. Information will include but not be limited to the date, purchase order number, caseworker name, client name, purpose, dollar amount, vendor, and LCCS security officer's name.

Air Travel

Emergency air travel may be scheduled by telephone through Kretschmer Travel. A Request for Funds (LCCS #4695) including flight number, departure time, and arrival time should be filled out and submitted to accounting on the next workday. A Request for Travel form (LCCS #8666) should be completed by the staff person traveling and returned to accounting upon completion of the trip. After hours hotel bookings for clients tagged "Alternative response or Family in crisis" are done by security with the Red Roof Inn.

Prescriptions

If there is a need to fill a prescription, a Medicaid card can be presented at any pharmacy to obtain a prescription. If there is no active Medicaid card or the prescription is not covered by Medicaid, the LCCS Consent for Treatment form (found in the placement packet or in Health Services) can be used at any Pharm or Rite Aid Pharmacy to obtain the prescription.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS

LCCS Form #8799 (Purchase Orders)

LCCS Form #4695 (Request for Funds)

LCCS Form #8666 (Request For Travel Form)