

Child Safety PROCEDURE

Title: Child related costs – in-home support funding

Procedure No: CPD630-1

Purpose

This procedure guides the use of child related costs to fund in-home support for children and families subject to ongoing intervention under the *Child Protection Act 1999*, who require support to prevent or reduce the risk of more intrusive child protection intervention, or to successfully reunify a child and family. In-home support funding may be used to contract non-government organisations or private contractors to deliver in-home support services, or to purchase or lease resources to support the child and family.

Process

The *Child Safety Practice Manual* sets out the procedures for conducting investigations and assessments, and for supporting children and families through the ongoing intervention phase. Where a child and family is to be provided in-home support that is funded through child related costs, the following procedures also apply.

Eligibility

Child related costs may be utilised to provide in-home support to families subject to ongoing intervention under the *Child Protection Act 1999*, where the child is residing at home, and support is required so that the child can safely remain in the care of his or her parents. Ongoing intervention includes:

- support services cases, for children aged 0 to 17 years
- intervention with parental agreement
- supervision orders
- child protection orders, where a child has been placed with a parent under section 82(2) of the *Child Protection Act 1999*.

Support service cases

In-home support may be funded through child related costs when a child is subject to a support service case, where the additional support is required to reduce the likelihood of future harm to the child. The purpose of in-home support will be to address a critical need identified in the support plan. In-home support will not be used where a support service case is opened for an unborn child or to support a young person who has transitioned from care.

Intervention with parental agreement and supervision orders

In-home support may be funded through child related costs when a child is subject to intervention with parental agreement or a supervision order, and additional support is required for the child to remain safely at home, or to return to the home following a child protection care agreement. The purpose of in-home support for a child subject to intervention with parental agreement or supervision order will be to address:

- a need identified in the Child Strengths and Needs Assessment
- a need identified in the Parental Strengths and Needs Assessment
- the identified goal and outcomes of the child's case plan.

Child protection orders

In-home support may be funded through child related costs for a child subject to a child protection order, who is being reunified with their family, where additional support is required for the child to remain safely at home. The purpose of this support will be to:

- provide material support that is critical to facilitate the child's safe return to the care of the parents.
- address a need identified in the Child Strengths and Needs Assessment
- address a need identified in the Parental Strengths and Needs Assessment
- address the identified goal and outcomes of the child's case plan.

Long-term guardianship to a suitable person

In-home support may be funded through child related costs when a child is subject to an order granting long-term guardianship to a family member or other suitable person, where the additional support is required to prevent the child from returning to out-of-home care. In-home support for long-term guardians will only be provided where all other support options have been exhausted, including carer allowances and grant-funded support services.

Approval**1. Negotiate support arrangements with the family or guardian**

Procedures for working with a family subject to ongoing intervention are set out in the *Child Safety Practice Manual*.

Where it is decided that it is in the best interests of the child to remain at home, the provision of in-home support may be necessary to ensure the child's safety and wellbeing. Arrangements for ensuring the child's safety and wellbeing will be discussed as part of the support planning or case planning process and be included as part of the process.

The need to provide in-home support may also arise during the implementation of the support plan or case plan, as additional needs or concerns are raised about a child's safety and wellbeing.

2. Apply for approval for in-home support funding and secure interim approval

Interim approval for expenditure to fund the support must be secured prior to the support planning or case planning meeting, however, where this is not possible it must be secured shortly thereafter.

To apply for approval for in-home support funding, complete a *CRC funding application* form, which must be accompanied by:

- a detailed budget for the support
- a proposed *Individual client service agreement - support*
- the support plan or case plan, where one is currently in place.

The financial delegate to grant interim approval will be the Regional Director, Regional Executive Director or the Director-General, depending on the total cost of the proposed support. The total cost includes all costs of the support and all year to date costs (for the current financial year) of support provided through in-home support funding for each individual child. Where multiple children are supported, with costs recorded on a single budget, delegation to approve is calculated on a per child basis. For information about the financial amounts officers are delegated to approve, refer to the department's [Financial Delegations Manual](#).

To obtain interim approval from the financial delegate:

- forward the *CRC funding application* form and all accompanying documents to the Regional Director for interim approval
- where the cost of the support exceeds the Regional Director's delegated financial limit, the Regional Director will forward the application to the Regional Executive Director for interim approval
- where the cost of the support exceeds the Regional Executive Director's delegated financial limit, the Regional Executive Director will forward the application to the Director-General for interim approval.
- the delegated officer may grant interim approval by return e-mail
- the Regional Director will immediately notify the CSSC Manager of the decision.

Once interim approval has been granted, forward the *CRC funding application* form and the budget by e-mail to the Child Safety NGO Programs Mailbox (CS_PlacementSubmissions).

For children with a confirmed diagnosis of a disability as defined by the *Disability Services Act 2006*, the Disability Services client number must be provided on the application. Where a child is thought to have a disability but no diagnosis has been confirmed at the time of applying for funding, all efforts must be made to confirm a diagnosis following the application, and the Disability Services client number must be provided to Child Safety NGO Programs as soon as possible.

3. Commence support and finalise agreements

Once interim approval for in-home support funding has been granted, the support may commence.

The department will enter into an individual client service agreement with the service provider, where required. This agreement will set out the activities for which the service provider is funded, and is only required where the in-home support to be funded needs to be clearly defined and agreed between the two parties. An agreement is not required where in-home support funding is used to purchase an established service for the child, such as a vehicle lease or a private therapist. The individual client service agreement will be signed by the service provider delegate first, then the CSSC Manager. Once signed, the CSSC Manager is responsible for providing a copy to the service provider and PSU.

The provision of in-home support will be recorded in the child's support plan or case plan. The Team Leader is responsible for regularly reviewing the support provided and ensuring that it continues to meet the child's safety needs.

4. Finalise approval for in-home support funding

At the end of each month, Child Safety NGO Programs will provide the PSU with a *Child related costs funding approval schedule* to be completed and returned within three working days of receiving the Monthly Reports.

All in-home support funding that has commenced in the month is to be included in the next *Child related costs placement funding approval schedule*, unless it commenced within seven days of the schedule being received.

The schedule must include all costs for the proposed duration of the in-home support and all year to date costs (in the current financial year) incurred for in-home support for each child on the schedule. Once completed, the schedule must be:

- verified and endorsed by the CSSC Manager
- signed by the Regional Director
- signed by the Regional Executive Director if it includes any placements or support arrangements with a total cost in excess of the Regional Director's delegated financial limit.

Once the schedule has been signed by the Regional Director or Regional Executive Director, as appropriate, the PSU will e-mail the signed schedule to the Child Safety NGO Programs Mailbox (CS_PlacementSubmissions) within five working days of receiving the Monthly Reports.

For requests for child related costs to fund in-home support with a total cost in excess of the Regional Executive Director's delegated financial limit, Child Safety NGO Programs will:

- prepare a memorandum for the Director-General's approval
- notify the CSSC Manager and PSU Director when final approval is granted or refused by the Director-General.

Where approval for in-home support funding refused by the approving officer, the CSSC must immediately cease expenditure of funds and identify alternative means of supporting the child and family.

5. Administer funds for in-home support

All expenditure under child related costs – in-home support funding will be processed regionally. This includes all verification, raising/goods receipting of purchase orders, accruals, reconciliations and authorisations to process payments.

The expenditure is covered by the CSSC's child related costs – in-home support funding cost centre. The cost centres for each CSSC are listed on the department's Infonet under [Finance.net](#)

Account categories that may be used for costs associated with child related costs – in-home support funding include the full range of account categories from the following cost categories:

- child related costs – client support and family contact
- child related costs – education support
- child related costs – medical
- child related costs – travel

Individual account codes will be used to track expenditure in each of the cost centres. Refer to the relevant child related costs policies for details on the types of costs covered by each of category, and for the account code for each.

In addition to these account categories, the account code child related costs – service provider operational and organisational costs may be used specifically for in-home support funded through child related costs. This account code will be used to provide funding to a service provider for operating and organisational costs, including labour costs. This account category may also be used for costs of leasing a residential property, where no other options are available and the non-government service is the lessee. The department will not enter into lease arrangements as a lessee, unless there are no other options available (including the non- government organisation leasing a property).

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Office: Department of Communities, Child Safety and Disability Services
Help Contact: Child Protection Development

Links

Legislation

Child Protection Act 1999

Family Services Act 1987

Financial Accountability Act 2009

Policy and procedure

Case planning (263)

Child related costs – carer support (597)

Child related costs – client support and family contact (598)

Child related costs – education (599)

Child related costs – in-home support (630 and procedure)

Child related costs – medical (596)

Child related costs – outfitting (600)

Child related costs – placement funding (628 and procedure)

Child related costs – placement support funding (629 and procedure)

Child related costs – travel (595)

Complex Support Needs Allowance (612)

Expenses – fortnightly caring allowance and interstate foster payments (365)

High support needs allowance (296)

Placement of children in care as part of an integrated child protection response (578)

Residential care (606)

Specific response care (603)

Therapeutic residential care (577) Child Safety Practice Manual

Forms

CRC funding application

CRC funding budget submission

CRC funding approval schedule

Rescinded policies

Transitional placements (including emergent accommodation) and flexible funding (602)

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