



**DEPARTMENT OF HUMAN RESOURCES
SOCIAL SERVICES ADMINISTRATION
311 W. SARATOGA STREET
BALTIMORE MD 21201**

DATE: July 1, 2016

POLICY #: SSA-CW #17-01

TO: Directors, Local Departments of Social Services
Assistant Directors, Local Departments of Social Services
Fiscal Officers

FROM: Rebecca Jones Gaston, MSW 
Acting Executive Director
Social Services Administration

Stafford Chipungu, Chief Financial Officer 
Budget & Finance

RE: Utilization of Caseworker Visitation with Foster Children
Funding

PROGRAMS AFFECTED: Out-of-Home Placement Services

ORIGINATING OFFICE: Out-of-Home Placement Services

ACTION REQUIRED OF: All Local Departments of Social Services

ACTION DUE DATE: July 1, 2016

CONTACT PERSONS: Helene Hornum, Program Analyst
410-767-7247
helene.hornum@maryland.gov

Sean Bloodsworth, LCSW-C,
Program Manager, Out-of-Home Placement
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sean.bloodsworth@maryland.gov

PURPOSE:

The purpose of this policy directive is to provide guidance to the Local Departments of Social Services (LDSS) on the utilization of Caseworker Visitation funds. Caseworker Visitation funds are a portion of Maryland's allocation of Promoting Safe and Stable Families (PSSF) funds. DHR's budget and finance office annually provides each LDSS an allocation.

ACTION:

Caseworker Visitation with Foster Children Funds are used to improve the quality of caseworker visits with an emphasis on improving caseworker decision-making on the safety, permanency, and well-being of foster children and/or on caseworker recruitment, retention, and training.

Trainings for caseworkers should be offered on a regional basis. Please note that these funds cannot be used to procure a consultant or provide staff training that is available through the Child Welfare Training Academy. LDSS should also think about their technology needs in order to enhance the quality of visits. For example, these funds can be used to purchase equipment to allow for the video-taping of visits so that the caseworker's supervisor could assess the visits and help the caseworker enhance his/her skills.

Reimbursement for mileage or airfare, hotel accommodations, or meals cannot be charged to caseworker visitation when visiting foster children.

Requirements

Annually, the LDSS must submit a detailed "action plan" outlining how the LDSS plans to utilize the caseworker visitation funds. Plan must be submit to Helene Hornum, Program Analyst, **by August 3, of each year**. Failure to submit a plan by the established deadline will result in the total allocation for the LDSS being withheld and redirected by the Social Services Administration (SSA) to another LDSS.

Each quarter, the LDSS must submit to SSA a quarterly report (Attachment A) outlining the expenditures for Caseworker Visitation. SSA will be closely monitoring the expenditures of each LDSS at the end of each quarter. The expenditures reported on the quarterly reports must be reconciled to R*STARS to insure that reported data is consistent. As previously stated, if one-half (1/2) of the LDSS allocation is not spent by January 2, of each year, the remaining funds may be reallocated to another LDSS that is spending their Caseworker Visitation funds. The quarterly report is to be submitted to Helene Hornum, Program Analyst, Social Services Administration.

The quarterly report submission dates and periods covered are as follows:

SUBMISSION DATES

October 15

January 15

April 15

July 15

PERIODS COVERED

July 1–September 30

October 1–December 31

January 1–March 31

April 1–June 30

Charge Codes for PSSF Visitation Funds

PSSF Funds **cannot** be combined with other grants or added to flex fund accounts. The LDSS is required to maintain separate accounting for its PSSF monthly visitation funds including the amount of funds spent on each service using these PSSF funds. **These funds must be spent on specific services and activities related to caseworker visitation.** The allocation for each SFY and all expenditures for services rendered between July 1 and June 30 must be liquidated (services provided and paid for) by June 30 of each year.

In order to track PSSF funds used for caseworker visitation, please use charge code PCA GC990, Project/Subproject number 0304.91, within the local Child Welfare Services (n00g0003) program.

**PROMOTING SAFE AND STABLE FAMILIES PROGRAM
CASEWORKER VISITATION
QUARTERLY PROGRAM REPORT**

Local Department: _____
 Person Completing Form: _____
 Phone Number: _____
 Report Period: _____

July 1 ____ September 30 ____ October 1 ____ December 31 ____ January 1 ____ March 31 ____ April 1 ____ June 30 ____

Account Name	Account Number/ Project/Subproj ect/ Object	Expenditures Current Quarter	Expenditures Y-T-D	Obligated Funds to Date	Please describe services, activities, or purchases made during the quarter. Please be specific. For example, if trainings for workers was offered, please provide type of training and number of workers who attended.
CASEWORKER VISITATION	GC990 0304.91				

Allocation _____
 Year-to-Date Expenditures _____
 Remaining Balance _____

Mail or Fax the Report to:
 Helene Hornum
 Social Services Administration
 311 W. Saratoga Street, 5th Floor
 Baltimore, MD 21201
 Fax #: 410-333-6556