

<b>Policy Subject:</b>	Utilization of Caseworker Visitation with Foster Children Funding This policy sets forth usage and reporting requirements for Caseworker Visitation with Foster Children Funding through the Promoting Safe and Stable Families program.
<b>Effective Date:</b>	July 1, 2018
<b>Approved By:</b>	Rebecca Jones Gaston, MSW <i>RJG</i> Executive Director Social Services Administration  Stafford Chipungu <i>SC</i> Chief Financial Officer Office of Budget and Finance
<b>Policy Number:</b>	SSA/CWS #19-2
<b>Revision Date (s):</b>	None
<b>Originating Office:</b>	Office of Placement and Permanency
<b>Supersedes:</b>	SSA/CWS #18-1
<b>Program Affected:</b>	Out-of-Home Placement Services



**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.

**Policy:**

Caseworker Visitation with Foster Children funds are used to improve the quality of caseworker visitation 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.

Training for caseworkers should be offered on a regional basis. Please note that these funds cannot be used to procure a consultation 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.**

**Procedures and Timeframes:**

Annually, the LDSS must submit a detailed "action plan" outlining how the LDSS plans to utilize the caseworker visitation funds. The plan must be submitted to Helene Hornum, Program Analyst, by **October 31, 2018**. 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 with R\*STARS to insure that reported data is consistent. If one-half (1/2) of the LDSS allocation is not spent by January 4, 2018, 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 report submission dates and periods covered are as follow:

**Submission Dates****Periods Covered**

October 19, 2018  
January 18, 2019  
April 19, 2019  
July 19, 2019

July 1, 2018 – September 30, 2018  
October 1, 2018 - December 31, 2018  
January 1, 2019 – March 31, 2019  
April 1, 2019 – June 30, 2019

***Charge Codes for PSSF Visitation Funds***

PSSF Funds **cannot** be combined with other grants or added to flex fund accounts. The local department 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 funds.** 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—SFY 2019 FUNDS**

Local Department: \_\_\_\_\_  
 Person Completing Form: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Report Period: \_\_\_\_\_

July 1, 2018 – September 30, 2018 \_\_\_\_\_ October 1, 2018 – December 31, 2018 \_\_\_\_\_ January 1, 2019 – March 31, 2019 \_\_\_\_\_  
 April 1, 2019 – June 30, 2019 \_\_\_\_\_

Account Name	Account Number/ Project/Subproject /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, 5<sup>th</sup> Floor  
 Baltimore, MD 21201  
 Fax #: 410-333-6556