

## Access to Montgomery County CSA State Pool Funds for Services

Case manager has worked with family/child for purposes of assessment, planning and implementation of CSA services. Local process explained and necessary paper work completed with the participation of family/child. Parent's attendance (non-Foster Care and IEP) is mandatory at the initial FAPT meeting and for every 6 month review.

Request for FAPT meeting date (from case manager or parent) is received by Human Services Division. FAPT meeting date/time assigned, the required paperwork due on the Monday before the scheduled Wednesday meeting. FAPT conducts meetings twice a month on the average.

FAPT assesses needs, strengths and develops a plan with the family for service recommendations and forwards to CPMT.

CPMT members (2<sup>nd</sup> Wednesday each month) review cases and authorize (and monitor) the expenditure of CSA funds.

- Case manager is notified by CSA staff that service(s) may begin the day following the CPMT meeting.
- A referral to the Division of Child Support Enforcement is made for out-of-home placements (excluding IEPs).

CSA funds are not administered until after the service has been delivered for that month.

- Vendor will send a monthly invoice to the respective agency case manager, he/she confirms the dates of service.
- Human Services Division receives approved invoice from case manager approximately 4-6 weeks after service has started. CSA staff corroborates the CPMT approval; authorization is forwarded to Montgomery County Financial and Management Services Department for disbursement.
- Lastly, Human Services mails an invoice to parents for their assessed copay amount for in-home-care services. Parents are allowed a month to make their payment. If payment is not received by invoice due date, case manager, parent(s)/legal guardian(s), and vendor are notified that service is to be suspended until payment is received by Human Services. Once payment is received, CSA case manager and vendor are notified that services may resume.

