

Child Safety

PROCEDURE

Title: Child related costs – placement support funding

Policy No: CPD629-1

Purpose

This procedure guides the use of child related costs to fund additional support for placements of children who require out-of-home care to meet their protection and care needs. Placement support funding may be used to contract non-government organisations or private contractors to deliver services that support a placement, or to purchase or lease resources to support a placement.

Process

The *Child Safety Practice Manual* sets out the procedures for placing and supporting children in out-of-home care. Where additional placement support is funded through child related costs – placement support funding, the following procedures also apply.

1. Apply for placement support funding and secure interim approval

To apply for placement support funding, complete the *CRC funding application* form, which will be accompanied by:

- a detailed budget for the placement support
- the placement agreement, where the support to be provided is for an existing placement
- any additional documentation required to demonstrate the need for the support (such as the case plan, Child Information Form).

Before the placement support may commence, interim approval must be granted by the financial delegate, who will be the Regional Director, Regional Executive Director or Director-General, depending on the total cost of the proposed placement support. The total cost includes all costs of the proposed support and all year to date costs (in the current financial year) through child related costs – placement support funding for the child. Where funding is provided to support a placement for multiple children, delegation to approve is calculated on a per child basis. For information about the financial amounts offices are delegated to approve, refer to the department's [Financial Delegations Manual](#).

The following steps will occur to obtain interim approval by the officer with delegated authority:

- forward the completed *CRC funding application* form to the Regional Director, with accompanying documents
- 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 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 approval

- the delegated officer may give interim approval for the funding by return e-mail. The Regional Director will immediately notify the CSSC Manager and the Director, Placement and Support Services of the decision.

Once interim approval is granted, the PSU will forward the completed *CRC funding application* form and budget 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.

2. Finalise agreements

The department will enter into an individual client service agreement (*Individual client service agreement – support*) with the service provider, where required. The agreement will set out the activities for which the service provider is funded, and is only required where the placement support to be funded needs to be clearly defined and agreed between the two parties. An agreement is not required where placement 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.

Details of the placement support will also be recorded in the child's case plan and placement agreement, as appropriate. Where the support is being provided for a new placement, and a placement agreement has not yet been negotiated, hold the placement meeting and develop placement agreement as soon as practicable, and include the details of the placement support and its expected outcomes.

3. Secure final approval for funding

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

All placement support funding that has commenced in the month is to be included in the next *CRC 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 placement support and all year to date costs (in the current financial year) incurred for placement support for each child on the schedule. Once completed, the schedule must be:

- verified and endorsed by the Director, Placement and Support Services
- signed by the Regional Director
- signed by the Regional Executive Director if it includes any placements 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 placement 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 the Director, Placement and Support Services when final approval is granted or refused by the Director-General.

Where approval for funding the placement support through child related costs is refused by the approving officer, the CSSC must immediately cease expenditure of funds and identify alternative means of supporting the placement.

4. Administering funds for the placement

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

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

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

- child related costs – carer support
- child related costs – client support and family contact
- child related costs – education support
- child related costs – medical
- child related costs – outfitting
- 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 placement 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)

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High support needs allowance (296)

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

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Specific response care (603)

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Child Safety Practice Manual

Forms

CRC funding application

CRC funding budget submission

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Rescinded policies

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

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