

CHAPTER 178  
Reserved

CHAPTER 179  
WRAP-AROUND FUNDING PROGRAM

PREAMBLE

These rules define and structure the department of human services wrap-around funding program. Funds appropriated for this program are to be used for wrap-around services or supports to reduce the number or length of out-of-home placements within each department region. Wrap-around funds are to be targeted to children at risk of placement, or continued placement, in out-of-home care.

These rules specify the allocation formula for wrap-around funds, outline eligibility, application, approval, waiting list, service termination and appeal procedures, and establish service provision, rate setting, and payment mechanisms. These rules establish procedures for the maintenance of records on wrap-around expenditures and outcomes to be achieved for the children and families served.

**441—179.1(234) Definitions.**

“*Child*” means a person under 18 years of age.

“*Concrete supports*” means basic needs of the child and the child’s family such as housing, transportation, clothing and food.

“*Wrap-around services or support funds*” means individualized and community-based services or support funds which enable out-of-home placement to be prevented or the length of stay reduced.

**441—179.2(234) Eligibility.** Children and their families shall be eligible for wrap-around funding without regard to income when a department regional administrator or designee has approved an application for wrap-around funding for specific services or supports.

Need for wrap-around funding shall be established when all of the following criteria are met:

**179.2(1)** The child is at risk of initial or continued out-of-home placement.

**179.2(2)** Services and supports can be developed to prevent or reduce the child’s out-of-home placement.

**179.2(3)** Other funding sources are not available to provide all the recommended services and supports.

**441—179.3(234) Interdisciplinary team staffing.** Rescinded IAB 7/7/93, effective 7/1/93.

**441—179.4(234) Application for wrap-around funding.** Applications for wrap-around funding shall be prepared using Form 470-2987, Application/Approval for Wrap-around Funding.

**179.4(1) Content.** The department worker, or juvenile court worker if the juvenile court has primary case responsibility, shall prepare Form 470-2987, Application/Approval for Wrap-around Funding, which shall include:

- a. The costs and duration of wrap-around funding requested for the child and family.
- b. Documentation that other funding sources are not available to provide the services and supports recommended.
- c. A description of how the services and funding reduce the child’s out-of-home placement.

**179.4(2) Application submission.** Applications for wrap-around funding shall be submitted to the appropriate department regional administrator or designee for approval. Applications submitted by the department shall be signed and dated by the department worker and supervisor. Applications submitted by juvenile court shall be signed and dated by the court worker and supervisor.

**179.4(3) Order of consideration.** Children and families within a region shall be considered for wrap-around funding in the order in which their applications for funding are date stamped as received by the regional administrator or designee.

**179.4(4) Waiting lists.** A waiting list shall be established at the regional office for children and families determined eligible but unable to receive funding because the region's wrap-around allocation has been expended or obligated. After the region's allocation has been obligated, pending applications shall be denied. A denial shall require that a notice of decision be mailed to the child's family or guardian within ten days of the determination that funding is not available. The notice shall state that the child and family meet eligibility requirements but no funds are currently available and they will be placed on a waiting list.

Children and families shall be placed on the waiting list in the sequence in which their applications for funding are date stamped as received by the regional administrator or designee. In the event more than one application is received at one time, children and families shall be entered on the list on the basis of the day of the child's birthday, lowest number being first on the list. Any subsequent tie shall be decided by the month of the child's birth, January being month one and the lowest number.

#### **441—179.5(234) Approval of application.**

**179.5(1) Role of regional administrator or designee.** The regional administrator or designee may approve, modify and approve, or deny the application for wrap-around funding. Each region shall establish procedures for the approval of applications for wrap-around funds. When approval is granted, the regional administrator or designee shall:

- a. Grant approval for specific time periods.
- b. Specify maximum payment rates.
- c. Encumber wrap-around funds for the period of approval.

**179.5(2) Notification.** The regional administrator or designee shall provide written notification using Form 470-2987, Application/Approval for Wrap-around Funding, to the child's department and juvenile court worker of the decision on wrap-around funding. The child's family or guardian shall receive a notice of decision from the department regarding the application for wrap-around funding within ten days from the date the decision is made by the regional administrator or designee.

**441—179.6(234) Time limits.** Wrap-around funding for a child and family shall not continue beyond the period approved by the regional administrator or designee.

**441—179.7(234) Eligible providers.** Organizations or persons selected by the department to provide services and supports pursuant to an approved application for wrap-around funding shall be considered eligible providers. The department shall select providers who can provide services within the time frames necessary to prevent or reduce the child's out-of-home placement. Providers shall be able to deliver flexible and community-based services to the child and family. Different providers may be selected to deliver the separate components of wrap-around services approved for the child and family.

**441—179.8(234) Rate setting.** Rates for wrap-around funding shall be established in accordance with the following procedures:

**179.8(1) Rate establishment.** Rates for wrap-around services shall be established on an individual basis and specified on Form 470-2987, Application/Approval for Wrap-around Funding, prepared by the regional administrator or designee.

**179.8(2) Rate approval guidelines.** The regional administrator or designee shall evaluate proposed payment rates in approving applications for wrap-around funding. Rates approved for providers with a purchase of service contract or Medicaid agreement with the department shall be similar to payment rates for comparable services provided through the purchase of service or Medicaid agreements. Rates for other types of services or supports shall be comparable to prevailing community standards.

**179.8(3) Duration of rates.** Payment rates approved by a regional administrator or designee for wrap-around funding on behalf of a child and family shall remain in effect for the time period authorized unless approval for modification is granted by the regional administrator or designee.

**441—179.9(234) Payment and billing for concrete supports.** The department may create a variety of billing and payment mechanisms to disburse wrap-around funds for concrete supports provided to children and families. These mechanisms may include, but not be limited to, the following:

**179.9(1) Regional wrap-around accounts.** Each regional office of the department shall be authorized to create a regional checking account which shall be used for providing wrap-around payments for concrete supports within the region.

*a.* A regional administrator or designee shall be allowed to authorize the deposit of a portion of the region's wrap-around allocation into the regional account. Regional wrap-around accounts shall be created in compliance with all applicable rules of the department, the department of revenue and finance, and other state agencies.

*b.* Billings to be paid from the regional account shall be submitted at least monthly by vendors to the child's department worker. The department worker shall verify the billing rates and delivery of the concrete supports purchased and submit the billings to the regional staff authorized to issue payments. In emergency situations, a payment check may be issued before a billing is received and the receipt or canceled check shall be used to document the purchase. Regional offices shall develop procedures to allow for the prompt issuance of a check in emergency situations.

*c.* The regional administrator shall designate department staff authorized to issue payments from the regional account. The department shall verify that all supports purchased and rates billed for a child and family are consistent with those approved by the regional administrator or designee. Payments shall be made to eligible providers for concrete supports approved for a child and family. The department shall maintain a record of all account deposits, billings, payments, payment rates, and payment recipients.

**179.9(2) Payment through Purchase Order/Payment Voucher.** Concrete support billings received by the department worker may also be paid through the preparation and submission of Form 07-350, Purchase Order/Payment Voucher. The department worker shall verify the delivery of the concrete supports and review the billing rate, prepare Form 07-350 attaching documentation required to justify the billing, and submit the voucher to the division of adult, children, and family services for processing and payment.

**441—179.10(234) Payment and billing for services.** The department shall use Form 470-2996, Wrap-around Service Letter of Agreement, when purchasing services with wrap-around funds. The Letter of Agreement shall be completed for each wrap-around service and shall specify: what is being purchased, at what frequency and rate, for how long, and any specific responsibilities of the provider.

The department shall make payments for wrap-around services using the following procedures:

**179.10(1) Billing.** Providers of wrap-around services shall submit bills to the child's department worker at least monthly. The department worker shall verify the delivery of services and billing rates, prepare Form 07-350, Purchase Order/Payment Voucher, attach any documentation required to justify the billing, and submit the voucher to the division of adult, children, and family services for processing and payment.

**179.10(2) Payment.** Providers of wrap-around services approved for a child and family shall receive payments from the department at the rate approved by the department on the Purchase Order/Payment Voucher.

**441—179.11(234) Termination and adverse service actions.** Wrap-around funding may be denied, reduced or terminated in accordance with rule 441—130.5(234). Wrap-around payments shall be terminated at the conclusion of the authorized approval period unless a new application for funding has been submitted and approved. Wrap-around funding may be terminated if the wrap-around appropriation is reduced, eliminated, or exhausted.

**441—179.12(234) Appeals.** Decisions made by the department adversely affecting clients may be appealed pursuant to 441—Chapter 7 and the following guidelines:

**179.12(1) Appealable actions.** Appeals shall be limited to situations in which wrap-around funding is available within a region and the regional administrator or designee has denied funding for a child and family in full or in part.

**179.12(2) Nonappealable actions.** Wrap-around funding may be denied or terminated due to the following reasons, as determined by the department, which shall not be appealable by the client:

- a. An eligible provider for the recommended service cannot be located.
- b. The child is placed outside the home despite the provision of wrap-around funding.
- c. Regional wrap-around funds are expended or encumbered.
- d. A cost benefit does not exist to justify wrap-around funding.
- e. Wrap-around funding is not achieving the outcomes specified in the department case plan.
- f. Rescinded IAB 7/7/93, effective 7/1/93.

**441—179.13(234) Records and reports.**

**179.13(1) Case records.** The provision of wrap-around funding for a child and family shall be documented by the department in the child and family's department case record.

a. When the department has primary case planning responsibility, documentation shall be included in the department case plan, narrative, or other portions of the record and shall consist of at least the following information.

(1) Form 470-2987, Application/Approval for Wrap-around Funding and Form 470-2996, Wrap-around Service Letter of Agreement, when appropriate.

(2) Documentation of wrap-around billings and payments.

b. When the juvenile court worker has primary case planning responsibility, the department shall maintain a case record for children and families approved for wrap-around funding. At a minimum, this case record shall contain the information and documentation outlined in paragraph "a." The juvenile court shall provide the department with information to be included in the case record.

**179.13(2)** *Regional records.* Each region of the department shall maintain a record of the wrap-around funding program within the region. This record shall include:

- a. The number of applications for wrap-around funding submitted and the number of applications approved.
- b. The amount of wrap-around funding expended and encumbered within the region.
- c. Rescinded IAB 7/7/93, effective 7/1/93.
- d. The impact of wrap-around funding on preventing or reducing out-of-home placements for children and families served.
- e. Rescinded IAB 7/7/93, effective 7/1/93.

**179.13(3)** *Quarterly report.* A report summarizing the regional record shall be prepared by each regional office on a quarterly basis and submitted to the administrator of the division of adult, children and family services. The format of this report shall be specified by the division and provided to regional offices.

**441—179.14(234) Determination of regional allocation.** Each region's portion of the state wrap-around appropriation shall be based on the region's proportion of the department's statewide fiscal year 1993 appropriation for child and family services, excluding the appropriations for group foster care and the 30 contracted specialized foster care home beds.

These rules are intended to implement Iowa Code sections 234.6 and 234.35.

[Filed emergency 12/30/92—published 1/20/93, effective 1/1/93]

[Filed 3/11/93, Notice 1/20/93—published 3/31/93, effective 6/1/93]

[Filed emergency 6/11/93—published 7/7/93, effective 7/1/93]

[Filed 8/12/93, Notice 7/7/93—published 9/1/93, effective 11/1/93]

[Filed 4/10/96, Notice 2/28/96—published 5/8/96, effective 7/1/96]

[Filed 7/15/99, Notice 6/2/99—published 8/11/99, effective 10/1/99]