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MILWAUKEE COUNTY  
DEPARTMENT OF HEALTH  
& HUMAN SERVICES  
**BEHAVIORAL  
HEALTH SERVICES**

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Owner Dana James

Policy Area Wraparound  
(Wrap, REACH,  
youth CCS)-Care  
Cord.

## #015- Discretionary Funds

### I. POLICY

Discretionary or "flexible" funds are intended for the purchase of a service or commodity that is needed to meet a targeted client mental health need in situations when available community resources have been exhausted. The disbursement of those funds by a Care Coordinator must be directly related to achieving a specific mental health need in the Plan of Care for the youth or family enrolled in a Wraparound Milwaukee program or Family Intervention Support and Services (FISS) program.

*NOTE: This policy utilizes the term "Care Coordinator", which applies to Wraparound and REACH Care Coordinators and FISS Case Manager. The term "Youth" is used in this policy and applies to the enrollee in the program, whether a child, adolescent, or young adult. "Plan of Care Meeting" also applies to any meeting that may occur to address the needs, strengths, progress, etc., of a family and "Plan of Care" (POC)- which also applies to the Service Plan for FISS enrollees.*

*Note: This policy does not pertain to Youth Comprehensive Community Services (CCS) or Youth Connect.*

### II. PROCEDURE

1. Requests for the disbursement of discretionary funds should be anticipated in advance, if possible. The service code for Discretionary Funds is 5580. The following categories are to be used to identify specifically what the discretionary request is for.
  - Incentive Money
  - Household Supplies / Groceries
  - Clothes / Shoes
  - Classes / Books / Workshops

- Miscellaneous
- Memberships (i.e., YMCA)

**Note: Separate codes have been established for transportation services and must not be requested through Discretionary Funds.**

2. A note elaborating on the request/need for any Discretionary Fund **must** be written in the Note area of the Service Authorization Request (SAR) for the month that Discretionary Fund is being requested. In addition, when using the category "Incentive Monies", there **must** be mention of what the monies are specifically being used for in a **time-associated POC**. Progress Notes leading up to the request for Discretionary Funds must clearly outline the pursuit of community resources that occurred prior to the request, and the reason those attempts were not successful, or not fit for addressing the presenting mental health need.
3. Disbursements in excess of \$50.00 must be made by check or Agency Credit Card and must be made payable directly to the Vendor or to the family (see #4 below regarding Receipts).
4. Receipts **must** be on file for most categories (see exclusion regarding Miscellaneous Monies below). If a "Miscellaneous" fund is dispersed and the Care Coordinator is unable to obtain a receipt, this must be documented in the youth's electronic file in a note relevant to the applicable month's SAR.

**Note: The absence of a Receipt should be a rarity when requesting monies under the Miscellaneous code.**

Receipts must be kept on file by the Care Coordination Agency for verification/proof of purchase. Receipts can be maintained in either the youth's hard copy file or electronic medical record under the File Store tab, or in a designated area within the Agency. The receipts must be kept in an orderly fashion (preferably in chronological order by month). If the Agency has an identified area in which to maintain the receipts, there must be a form of documentation/ verification attached to or written on the receipt that identifies which youth and Care Coordinator was associated with the monies used and the month/year in which the monies were used.

5. Care Coordination Agencies must only process funding requests for youth supervised by their own Care Coordinators.
6. Care Coordination Agencies must not release discretionary funds unless such funds have been authorized either by the Supervisor or Wraparound Milwaukee.
7. **As a general rule**, Wraparound Milwaukee does not fund/authorize utility payments, mortgage payments, rent payments, car payments, car repairs, home repairs, home remodeling payments, or purchase washers, dryers, refrigerators, stoves or any other major household appliances or furniture, carpeting, medical bills, etc. The goal is to help families find resources within the community to obtain these items.

On an **emergent basis**, Wraparound Milwaukee will reimburse Discretionary payments for a security deposit, rent, or utility payment, etc., where the alternative would be that the enrolled youth would otherwise have been placed in out-of-home care or be unable to return back to the home. A plan must be in place for how the family will obtain these services in the future, and

Progress Notes, as well as the documented Plan of Care, must clearly state the connection between the use of Discretionary Funds and maintaining the youth in a community-based setting.

8. Care Coordination Agencies have the option of either submitting an Invoice as soon as funds are disbursed or including it on their monthly Invoice.
9. Requesting or pooling discretionary funds on an ongoing basis "just in case" the family may need them is **not** allowable. An amended request can always be submitted if at some point during the month additional discretionary funds are needed.
10. Total Discretionary expenditures on a SAR in excess of \$200.00 will need to be preapproved by the designated Care Coordination Agency Supervisor or Lead. An Override note must be electronically sent through Synthesis to the designated authorizing staff identifying the type of discretionary funds being requested and justification for why the single request or the total discretionary amount has exceeded \$200.00.
11. Wraparound Milwaukee (and/or its designees) reserves the right to audit any discretionary expenditures at any time.
12. Wraparound Milwaukee will be monitoring Discretionary Funds on a quarterly basis to review the appropriateness of utilization and documentation supporting the use as outlined above in the policy.

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## Approval Signatures

Step Description

Approver

Date

Michael Lappen: BHD  
Administrator

8/23/2022

Brian McBride: ExDir2 –  
Program Administrator

8/23/2022

Dana James: Integrated  
Services Manager- Quality  
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8/18/2022

Dana James: Integrated  
Services Manager- Quality  
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