

VII. Funding Requests

A. Funding Requests Overview:

1. *Purpose:* WRAP+ provides funding to assist WRAP+ accepted applicants, WRAP+ participants and WRAP+ alumni for expenses for needed assessments or other recovery support services that are consistent with and in furtherance of the individual's case plan, as further described below.

2. *Tiers of Funding & Eligibility*

a. **Tier 1 Funding for Assessments and Monitoring Services for Accepted Applicants:**

(1) Allowable Expenses: Tier 1 Funding will pay for the following items:

- the cost of a Diagnostic Assessment or Rule 25 Assessment if there is no insurance or other readily available source of funding;
- the cost of up to 30 days of monitoring services for incarcerated individuals, if ordered as a condition of release from incarceration;
 - drug patch
 - GPS
 - electronic alcohol monitoring
 - electronic home monitoring

ALL REQUESTS FOR TIER 1 FUNDING FOR MONITORING SERVICES
MUST BE MADE BY THE JSW

(2) Eligibility: Accepted Applicants who sign a WRAP+ Release of Information are eligible for Tier 1 Funding. Tier 1 Funding will be terminated for Accepted Applicants who do not become a WRAP+ Participant within six months of acceptance, unless the failure to become a WRAP+ Participant is not the fault of the Accepted Applicant.

b. **Tier 2 Funding for Recovery Support Services for WRAP+ Participants:**

(1) Allowable Expenses: Tier 2 Funding will pay for the following items:

- **Housing:** rental application fee, payment of rent, utility bills, up to \$100 in essential housing items (toilet paper, bedding, cleaning supplies)
- **Health:** insurance premiums/co-pays, chemical dependency assessment, diagnostic/mental health assessment, domestic violence assessment, medical expenses, dental expenses, vision expenses, medications, GPS fee for appointments.
- **Identification:** identification cards, Social Security cards, birth certificate
- **Clothing/shoes:** basic clothing upon release, essential toiletries, work clothes, shoes
- **Transportation:** bus pass, cab fees
- **Child care:** emergency childcare assistance for up to 30 days to any licensed childcare provider as outlined in Chapter 245A of the Minnesota Statute OR to a provider who is excluded from licensure pursuant to Minn. Stat. Sec. 245A.03, subd. 2.

- **Work-related:** up to one month of GPS, UA and daily fees for work release eligible clients; GPS fee for job search
- **Education:** application fee; GED fee; books, web access fees
- **Communication:** phone cards
- **Monitoring expenses:** up to three months of expenses for drug patch, GPS, electronic alcohol monitoring or electronic home monitoring

(2) Eligibility: WRAP+ Participants (current treatment court participant or HUB client) who have a case plan or care coordination plan are eligible for Tier 2 Funding. The funding request must be consistent with and in furtherance of the individual's case plan or care coordination plan.

c. **Tier 3 Funding for Alumni Participants:**

(1) Allowable Expenses: Tier 3 Funding will pay for the following items:

- **Housing:** rental application fee, payment of rent, utility bills, up to \$100 in essential housing items (toilet paper, bedding, cleaning supplies)
- **Health:** insurance premiums/co-pays, chemical dependency assessment, diagnostic/mental health assessment, domestic violence assessment, medical expenses, dental expenses, vision expenses, medications, GPS fee for appointments.
- **Identification:** identification cards, Social Security cards, birth certificate
- **Clothing/shoes:** basic clothing upon release, essential toiletries, work clothes, shoes
- **Transportation:** bus pass, cab fees
- **Child care:** emergency childcare assistance for up to 30 days to any licensed childcare provider as outlined in Chapter 245A of the Minnesota Statute OR to a provider who is excluded from licensure pursuant to Minn. Stat. Sec. 245A.03, subd. 2.
- **Work-related:** up to one month of GPS, UA and daily fees for work release eligible clients; GPS fee for job search
- **Education:** application fee; GED fee; books, web access fees
- **Communication:** phone cards
- **Monitoring expenses:** up to three months of expenses for drug patch, GPS, electronic alcohol monitoring or electronic home monitoring

(2) Eligibility: WRAP+ Alumni (who has successfully completed WRAP+) are eligible for Tier 3 Funding for up to six months following their date of program completion. The funding request must be consistent with and in furtherance of the individual's case plan or care coordination plan.

3. *Unallowable Expenses:* The following expenses cannot be funded with WRAP+ funds:

- **Expenses that extend beyond a year:** security deposit
- **Non-essential household items:** curtains, rugs, dishes, lamps, artwork, appliances and personal electronics.
- **Non-essential personal items:** makeup, non job-related clothing, cell phone.
- **Direct payments:** payments made directly to the person for whom funding is sought

- **Other:** food, expenses that can be readily paid by another source, illegal items, fines, gas cards, past due expenses, restitution
4. *Exhaustion of Other Sources of Funding:* WRAP+ Funds are to be used as a last resort. All appropriate service agencies and/or organizations **must** be checked for expendable dollars, donations or waived fees prior to filling out this request. If a known resource or funding exists, then the LCP who made a WRAP+ Funding Request will be directed to exhaust that resource or funding first prior to receiving assistance from this fund. If a request is considered time-sensitive, such that waiting for an eligibility determination from another source will adversely impact the person for whom funding is sought, WRAP+ funds may be used to cover the costs of the request.
 5. *Funding Caps:* There are two types of caps to funding in the WRAP+ program. The first type are categorical caps, which limit the amount and/or duration of funding based on a particular category of service provided. These categorical caps are covered in detail in section VII.A.2 of this Manual. The second type of cap is an aggregate cap, which limits the total amount of funding an individual participant may receive from the WRAP+ program. This cap as of July 1, 2022 is \$2,000 per individual participant.
 - a. **Request for Funding in Excess of Aggregate Cap:** If a participant’s case manager believes that a funding request that would exceed the individual aggregate cap would support individual’s case plan, they should make a request to the WRAP+ Task Force for a discretionary Funding Request. The WRAP+ Task Force will then review the discretionary Funding Request and should approve the request if the request will not negatively impact the program’s capacity to meet its Mission and Goals.
 - b. **Appeal:** When a case manager decides that a Request for Funding under subpart a. is not warranted or if the WRAP+ Task Force decides such a Request for Funding should not be granted, the participants may appeal such decisions to the WRAP+ Task Force, including in their appeal any basis for reconsideration of the decision.
 6. *Source of Funding Requests:* All funding requests must be made by a LCP; they may not be made directly by the person for whom funding is sought (i.e. accepted applicant, active participant or alumni participant).

B. Funding Request Process:

1. *Determine Need for Funding:* The LCP must determine the need for funding based upon their review of the screenings or incarceration status (for Tier 1 Funding) or case plan/care coordination plan (for Tier 2 or Tier 3 Funding). ALL REQUESTS FOR TIER 1 FUNDING FOR MONITORING SERVICES MUST BE MADE BY THE JSW.
2. *Explore Other Funding Sources:* The LCP must explore other funding options as set forth above before applying for WRAP+ funding.
3. *Complete Application Package:* The LCP must complete an application package, which includes the following documents: (1) a WRAP+ Funding Request form (Appendix L – WRAP+ Funding Request), (2) supporting documentation for the expense, if applicable (such as a bill, signed lease, provider verification of appointment and cost) and a (3) W-9

Form if the payee is not already on file in the Winona County Finance System (Appendix M – W-9 Form). Incomplete applications will not be processed.

4. *Submit Application Package:* Completed application packages must be emailed to the WRAP+ Grant Manager at kalene@engellawoffice.com or mailed or hand-delivered to Kalene Engel, 157 West Third Street, Winona, MN 55987.
5. *Payment Decision:* Completed applications will be processed by the GM within three business days following the submission of a completed application package. GM-approved funding requests will be forwarded to the County Attorney for departmental approval and transmitted to the Winona County Finance Department for payment. The GM will notify the LCP approved payment requests, as well as the rationale for non-approved funding requests.
6. *Proof of Payment:* Upon request, the GM will provide the requesting LCP with an acknowledgement or receipt of payment.
7. *Client acknowledgement:* Upon verification of proof of payment, the LCP will obtain a signed WRAP+ Funding Receipt (Appendix N – WRAP+ Funding Receipt) from the person for whom funding was provided. The receipt must be emailed to the GM at kalene@engellawoffice.com or mailed to Kalene Engel, 157 West Third Street, Winona, MN 55987.