



LARIMER COUNTY WORKS POLICY

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| Title: | Non-custodial Parent Program | | |
| Effective Date: | 07/01/10 | Page: 1 of | 2 |
| Desk: | WFC & BPD | Revision: | |
| Reference: | | | |
| Agency Letters: | | | |
| Regulations: | 3.605, 3.635.3, 3.620.71, 3.635.2, 3.637, 3.637.1, 3.637.2 & 3.638 & Larimer County Policies as contained in 320.7 | | |

Background: Colorado Works regulations allow each county to provide non-financial services to a non-custodial parent which will promote sustainable employment of the non-custodial parent and enable the parent to pay child support. By state definition a "non-custodial parent" means an individual who, at the time he/she applies for and receives program services:

- A. Is a parent of a minor child receiving assistance under the Colorado Works Program; **and**
- B. Is a resident of Colorado; **and**
- C. Must meet the county's income eligibility criteria; **and**
- D. Does not live in the same household as the minor child receiving assistance.

Policy: It shall be the policy of Larimer County to make available Colorado Works funds for the following services when the provision of said services has the express goal of promoting on-going employment that will enable the non-custodial parent to meet an established child support obligation:

- Parenting skills
- Mediation
- Employments activities including but not limited to job search; workforce development, job training and supportive services for equipment, trade licensing, clothing, transportation needs and other directly related expenses required to begin or maintain employment.
- Medical expenses necessary to secure employment including but not limited to safety glasses, up to 3 months of UA screenings; physical exams to establish fitness for work if not already paid for by workman's compensation or other sources; basic adaptive equipment up to \$1,000 per instance, or other individual medical needs as approved by Benefit Payments Division Manager or Deputy Division Manger.
- Child care payments for non-custodial work hours during court ordered visitation periods for up to 60 days per year.
- Cost of court ordered driving or DWI classes may be allowed if the client is able to verify participation in appropriate substance abuse programs.
- Other services that can be shown to directly increase a non-custodial parent's ability to meet child support obligations can be requested on a case by case basis

Payment of court ordered fines; restitution or other court costs are prohibited. Payment for the purchase of vehicles is prohibited.

Any services provided must be of a non-financial nature or paid as vendor payments to insure that any other categorical benefits that the recipient's may receive are not adversely impacted.

Any community based program requesting to access these funds must demonstrate an ability to meet the following criteria:

1. An ability to secure a completed and signed Single Purpose Application to be maintained in the requesting agency's file or an application that has been approved in writing by the State Colorado Works Program.
2. Appropriate fiscal systems to insure that these funds are identifiable within the agency's funding as unique funds and not co-mingled funds.
3. A written case management system that includes an assessment process that supports the expenditure of these funds towards specific employment retention or initiation goals.
4. The ability to secure and implement a Larimer County Individual Responsibilities Contract in a manner that specifies the services being provided; time frame for services; costs approved and required activities for the recipient.
5. A written annual report of the expenditures and results shall be provided to the Larimer County Department of Human Services Benefits Payment Division
6. Any agency requesting funding for staff salary funding to support parent education programs, job readiness assessment, substance abuse counseling or other similar supportive programs shall provide a written request for funding that addresses all grant requirements as set forth by both State of Colorado regulations contained in 3.637, 3.637.1, 3.637.2 and Larimer County Policies as contained in 320.7.

Any Division contained within the Larimer County Department of Human Services may request access to these funds as fund transfers so long as internal Larimer County Department of Human Services fiscal policies are met and items 1 through 6 above are met. Additionally, community contracts for slots or specified units of services may be utilized as a methodology for service delivery within the context of this policy so long as the application; case management and fiscal documentation is maintained according to existing Department of Human Services fiscal policy.