



wisconsin department of  
**children & families**

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Milwaukee, WI 53212

Governor Scott Walker  
Secretary Eloise Anderson

Division of Safety and Permanence  
Bureau of Milwaukee Child Welfare

**DATE:** August 15, 2011

**TO:** BMCW Initial Assessment Staff

**FROM:** Arlene Happach, Director *Arlene*  
Bureau of Milwaukee Child Welfare

**RE:** Use of Emergency Service Funds for Initial Assessment Cases

Attached, please find the new guidelines for the use of Emergency Service Funds for families served by the Initial Assessment program. This is a revised procedure that allows you to use the DCF P-card process to secure items needed for families on an emergency basis to ensure child safety.

The protocol requires social workers to consult with their supervisors before making purchases. The items purchases must be related to the immediate needs of the family. Examples of appropriate and inappropriate expenses are provided.

This protocol supplements the DCF guidelines for use of the P-cards, which can be reviewed at <http://dcfweb/finance/pcard/default.htm> All Initial Assessment social workers should apply for a P-card so that it is available to you as needed.

Please review the attached guidelines and direct questions to your supervisor. The guidelines will be available from the BMCW web site, Procedure Manual under Protocol and Memos for future reference.

Attachment

cc: Section Chiefs  
PEMs  
Suzanne Zipperer  
Steve Martinelli