



WRAP FUNDING PROCESS & GUIDELINES

Revised 10/19/19

WRAP FUNDING GUIDELINES

Intent and Purpose: The Winona County Re-Entry Assistance Program provides a limited amount of grant-funded “direct client assistance” dollars for WRAP clients. Direct client assistance means that the funds either remove barriers to successfully meeting a case plan goal or ease the burden of re-entry. A direct client assistance expense must be

- provided only to accepted clients of the WRAP Program,
- allowable under the grant program guidelines,
- meet the purpose of the grant program,
- be tied to the client’s case plan,
- be essential—it must meet a basic need of the client,
- be a temporary solution or a one-time expense,
- help a client be successful at work or school,
- genuinely increase the physical or mental well-being of a client.

Other Funding Sources: 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 case manager 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 client, WRAP funds may be used to cover the costs of the request.

Funding Caps:

- **Annual Cap:** Each client is subject to an annual cap of \$1,250.00, which means that WRAP will fund no more than \$1,250 for a client during a twelve-month period, beginning with the first payment made on behalf of that client.

Allowable Expenses:

- **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, dental and 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
- **Work-related:** up to one month of GPS, UA and daily fees (\$12/day) for work release eligible clients; GPS fee for job search
- **Education:** application fee; GED fee; books
- **Communication:** phone cards

Unallowable Expenses:

- **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 and cell phone.
- **Other:** food, expenses that can be readily paid by another source, illegal items, fines, gas cards, past due expenses.

WRAP FUNDING PROCESS

Process for Obtaining WRAP Funding:

- 1. Complete an application:** Applications are made by the client's case manager on behalf of the client using the Winona County Re-Entry Assistance Program Funding Request form. Any documentation supporting the request should be included with the application, including a W-9 form (Tax ID Number). Permission should be obtained from the client submitting a WRAP Funding Request. Completed applications should be emailed to the WRAP Grant Manager at kalene@engellawoffice.com or mailed to Kalene Engel, 157 West Third Street, Winona, MN 55987. Incomplete applications will not be processed.
- 2. Payment decision:** Completed applications will be reviewed using the WRAP Guidelines. Our intention is to provide the service provider a decision within three (3) working days following the submission of an application as to the status and decision. In cases where requests for funds are denied, we hope to provide direction for securing other funding.
- 3. Approval and payment process:** When an application is approved, the terms of payment are worked out with the service provider. Generally, checks will not be made out to clients--only in rare circumstances will this be considered. Once payment is made, the requesting case manager will be provided with an acknowledgement or receipt of payment.
- 4. Client acknowledgement:** Upon receipt of proof of payment, the case manager is responsible for obtaining a signed receipt from the client using the Winona County Re-Entry Assistance Program Client Receipt. The receipt should be emailed to the WRAP Grant Manager at kalene@engellawoffice.com or mailed to Kalene Engel, 157 West Third Street, Winona, MN 55987.