

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Fiscal  
**Policy Number:** 11.04.02  
**Policy Name:** Fund 6 Request – Director’s Discretionary Fund

**Original Effective Date:** 04/03/2006  
**Revision Date(s):** 08/01/2019, 08/01/2016, 08/01/2013, 04/09/2008  
**Current Revision Date:** 08/01/2022  
**Approved By:** Jacqueline M. Fletcher, Interim Director

**PURPOSE:** The Cuyahoga County Division of Children and Family Services (CCDCFS) Director’s Discretionary Fund (Fund 6) is to provide immediate access to funds to support special needs for children and families and other operational expenditures approved at the discretion of the agency director and in accordance of county expenditure or spending policies.

**SCOPE:** CCDCFS staff with proper approvals may access the Director’s Discretionary Fund.

**POLICY**

Fund 6 is a fund of last resort and is used in the best interest of children and families.

**PROCEDURES**

- I. Director’s Discretionary Fund – Fund 6 Request Form is completed in its entirety, including all required signature/approvals.
- II. Completed forms are taken to the Budget Supervisor or Business Services Manager for processing.
- III. Fiscal staff reviews each request to make sure all needed information is included, prior to preparing the check.
- IV. Requester is notified when the check is ready for pickup. The staff person signs the Fund 6 request document verifying receipt of check.
- V. All receipts are returned to the Fiscal Unit staff within five business days of receiving the check.
- VI. Fund 6 checks/transactions activity is maintained in a spreadsheet log for reconciliation and audit purposes.

**SEE ALSO:**

**FORM**

Location: DCFS Intranet  
Director’s Discretionary Fund 6 Request Form