

**WASHINGTON STATE
OFFICE OF PUBLIC DEFENSE**

**Program:
Parents Representation**

CLIENT EMERGENCY FUND

NO. PR _____

EFFECTIVE DATE:

DIRECTOR APPROVAL:

PURPOSE:

The Parents Representation Program (hereinafter “PRP”) has received a small amount of funding for parents with emergent basic needs served by PRP contractors. The purpose is to provide limited and timely funds for parents that directly relate to meeting emergent basic needs that cannot be accessed in a timely manner through the Department of Children and Family Services (DCYF) and other community resources. The funding is limited and currently only resourced through June 30, 2025.

POLICY:

In order for a PRP contractor to receive funding for a parent, the written (preferred) or oral request with an estimated amount must meet the following:

- Contractor demonstrates the funding will address an emergent basic need (i.e. urgent shelter, food, urgent transportation, utilities, or protection for parent or child in parent’s physical care).
- Contractor asserts efforts were made to access funding through DCYF and other community resources.
- Request does not qualify for PRP expert and litigation costs.
- If request is made orally to PRP, the approving managers/supervisors shall document the basis for the approval.

MANAGER APPROVAL:

The request must be approved by two or more PRP managers or supervisors. Due to the limited funding, managers must ensure sufficient funding is currently available. Once approved, the approved urgent need and amount shall be submitted by an approving manager or supervisor in email to the Client Emergency Fund fiscal staff.

Other:

- Upon PRP approval, efforts will be made by OPD to pay provider directly, but may require reimbursement to contractor upon submission of receipts.
- Funding is limited to no more than \$1,000 per parent.
- Funding is not resourced, nor designed to address court ordered service needs.
- Funding is not resourced, nor designed to address urgent medical care.
- PRP supervisors say grant exceptions to this policy, unless prohibited by law, based on unique circumstances and fund availability.