**EDWIN FAIR COMMUNITY MENTAL HEALTH CENTER, INC.**

 **ADMINISTRATIVE MANUAL**

 **FLEXIBLE FUNDS**

**POLICY:**

Edwin Fair Center shall utilize Flexible Funds for emergency assistance to clients, as available.

**PROCEDURE:**

Request for funds shall be completed by appropriate staff, submitted on a Flex Fund Expenditure Form, and approved by their coordinator. There should always be two (2) signatures on a Flex Fund Expenditure request. The request shall be documented in the client's record clearly defining how the expenditure assists the client in attaining one or more of the goals listed in the treatment plan. The coordinator shall forward the request to Accounts Payable Clerk for acquisition of funds. The staff will return receipt for the disbursement to the Accounts Payable Clerk for verification of payment on the consumer’s behalf.

**ODMHSAS GUIDELINES FOR USE OF FLEXIBLE FUNDS**

**Flexible funds should never be disbursed as cash to clients**. Funds must be disbursed as direct reimbursement for goods or services, with receipts documenting purpose of the expense. Flexible funds shall be used after all other sources of funding have been exhausted. This document outlines allowable expenses as follows:

Flex Funds are also designed to secure adequate shelter for consumers who meet DMHSAS Eligibility Criteria (and their families), as well as to access community-based activities and goods to support independence and positive treatment outcomes. Contractors must assure Flex Funds primarily benefit consumers who are also receiving Case Management services and Home-based services. Flex Funds can be used for adults or children, depending on the line item(s) created in the agency’s contract.

**Allowable Services**

* **Rent and Deposits** – Documented rental deposits and first month’s rent to assist in initial placement, or a single month’s rent to avoid eviction. This may also include apartment rent and deposits for adolescent consumers living independently. Monthly rental expenses are allowed on a limited basis. These are designed to be temporary in nature. Case manager should assist the client in finding alternative financial resources such as work, disability payments, etc., as soon as possible.
* **Utility Deposits** – Deposits for utilities such as: water/sewer/garbage; gas, electric. May not be used for phone, cable/satellite TV or similar payments. Monthly utility payments are allowed on a temporary basis, to include water/sewer/garbage; gas; electric. May not be used for cable/satellite TV or similar payments.
* **Repairs/Maintenance** – repairs, building and yard maintenance for leased properties as required by lease agreement. Home repairs, including plumbing, painting, repair of broken windows or doors. Purchase of screens and door locks, and insect fumigation are also permitted.
* **Insurance** – Renter’s insurance as required by lease agreement. Also designed to be temporary in nature.
* **Food/Personal Items** – Needed food/personal hygiene items provided to the client until such time as other entitlement/income is received. Designed to be temporary in nature. Expenses for alcoholic beverages or tobacco products are not allowed.
* **Clothing** – Season-suitable clothing and shoes for consumers.
* **Transportation** – Car repairs needed to assure adequate medical or behavioral health care. Other Transportation expenses necessary for consumers’ access to medical or counseling appointments.
* **Other Goods** – Durable goods such as furniture and appliances. (Appliances previously purchased with flex funds, such as stoves, refrigerators and air conditioners cannot be replaced by use of additional flex funds within 18 months unless there is documentation that the appliance is no longer working.)
* **Medication** – Medication necessary to prevent physical/psychiatric hospitalization or out-of-home placement.
* **Medical/Dental Expenses** – Medical/Dental expenses necessary to prevent physical/psychiatric hospitalization or out-of-home placement.
* **Other Services** – Purchased services designed to meet the consumers’ and families’ needs as part of the treatment plan. Examples include tutoring, mentoring, group and family counseling, job placement, therapeutic or recreational services, and educational or vocational advocacy.
* **Additional Allowance for children in DMHSAS approved Homebased Services** – Expenses for recreational activities. Miscellaneous expenses as necessary to assist in normalizing a child’s life. Examples include: karate, dance or music lessons, equipment for sports, uniforms for boy or girl scouts, membership at a boys or girls club or YMCA, swimming lessons, expenses for a field trip, uniforms for employment, pet food, etc.