

ADAMS COUNTY COLLABORATIVE MANAGEMENT PROGRAM (ACCMP) FLEX FUND PROGRAM POLICY

I. PURPOSE

Collaborative Management Program (CMP) resources should be identified and utilized to build upon family/caregiver(s)/caregiver(s) strengths and address needs. “Flex” Funds are intended to supplement informal/volunteer resources and to improve the family/caregiver(s)/caregiver(s) and community’s ability to meet their service needs.

II. POLICY STATEMENT

Flex Funds are to be targeted for children and families as determined by the Adams County Collaborative Management Program (ACCMP). Any member of the Interagency Oversight Group (IOG) may request flex funds for a client following the policies outlined below:

- Use of Flex Funds should be time-limited and cost-efficient.
- Must be Payer of Last Resort. All other sources of available revenues, i.e., Medicaid, Emergency Assistance, community partners, etc. must be ruled out and documented as ruled out, before Flex Funds may be accessed. Requesters should consult other potential funding sources before requesting funds. Cost sharing will be permitted.
- All scholarships and/or sliding fees should be applied for prior to applying for Flex Funds, and the professionals should make every attempt to access no cost informal community supports.
- **Flex Funds may be requested by CMP partners to assist children and families for up to \$2000.00 per family/caregiver(s)/caregiver(s) per fiscal year.** Special consideration for funding above \$2000.00 may be considered by the ACCMP Executive Committee for extraordinary circumstances based on the specialized needs of each client and their family/caregiver(s).
- Requests up to \$1,000 will be reviewed and approved by the CMP Supervisor. All requests over \$1,000 will be forwarded to the Executive Committee for approval. Incentives, however, are limited to \$50 per person.
- Checks cannot be issued directly to the client or the client’s family/caregiver(s).
- The need for “Flex” Funds must be specifically documented and submitted in the Flex Fund Request (FFR) and state how the use of Flex Funds is related to the child/family/caregiver(s)’s service needs and will address the child’s system involvement. The Flex Fund Request (FFR) must then be emailed to CMP Supervisor for review prior to approval/denial of funds.
- Requests requiring Executive Committee approval must have at least three Executive Committee members’ vote of approval before being approved.
- Any Executive Committee member who is also a requestor must abstain from voting and may not attempt to influence the decision of any of the other Executive Committee members separate from what is written in the Flex Funds Request Form (FFR).
- If the request is declined by the CMP Supervisor, the requestor and CMP Supervisor will discuss issues relevant to the request. Should there be disagreement, the Executive Committee will review the request and make a final determination.

III. ELIGIBILITY

Children and youth between the ages of 0 – 21 years old participating in any of ACCMP’s Individualized Service and Support Teams (ISSTs) or Prevention Programs are eligible for ACCMP Flex Funds. The requested funding must be able to demonstrate how it will mitigate system or further system involvement.

This is not a comprehensive list nor are requests for items listed below automatically approved. individual services/goods for the child

- services/goods for the family/caregiver(s) or extended family;

- services/goods to help strengthen the “natural” system of care/ support of a child and their family/caregiver(s).

Some examples of use may include:

- family/caregiver(s) support and sustenance which would enable the guardian/family/caregiver(s) to participate in treatment or improve the support for the youth
- educational and vocational services not otherwise available or mandated by the local school system
- medical services not otherwise covered (Co-Pays or Deductible)
- independent living services/supports
- prosocial, interpersonal, and recreational skill development
- incentives for school or therapy attendance
- additional reinforcers determined by the CMP

IV. DOCUMENTATION

The CMP Supervisor is responsible for tracking expenditures and determining whether the line item is over or under budget and will provide a report to the IOG tracking these expenses monthly.

V. PROCEDURES

- 1) Requester/Provider sends completed Flex Fund Request to the CMP Supervisor:
accmp@adcogov.org

*****ALL FLEX FUND REQUESTS SENT VIA EMAIL MUST BE ENCRYPTED TO ENSURE PROTECTION OF PERSONAL HEALTH INFORMATION. PLEASE SUBMIT A TYPED REQUEST*****

- 2) The Requestor can staff the FFR request with the CMP Supervisor or Executive Committee in person, by phone or by email prior to completing the Flex Fund Request Form.
- 3) Routine requests will be reviewed within five (5) business days by CMP Supervisor or Executive Committee
- 4) Emergency requests will be reviewed within 48 hours by CMP Supervisor or Executive Committee
- 5) CMP Supervisor will notify of payment decision to Provider Contact (Requestor) within 5 days.
- 6) There may be additional information or communication between the requester, the identified family/caregiver(s), and the service provider that is needed for the request to be completed. It is up to the requester to facilitate this communication and information unless otherwise informed.
- 7) The CMP Supervisor will forward approved Request for Funding Forms to the fiscal agent for check disbursements or will facilitate the transaction with a Purchase Card using IOG funds.
- 8) CMP Supervisor will notify Provider Contact informing him/her that the check is ready to be mailed to the vendor or the payment will be made using a Purchase Card.