

MAY 2013

FLEXIBLE FUNDS PRESENTATION

Presentation to our Partners in the Moving Forward initiative: Common Ties, New Beginnings, Tri- County Mental Health Services and Health Affiliates of Maine.

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Hornby Zeller Associates, Inc.

FLEX FUND POLICY OUTLINE

Purpose:

Flex funds are available to assist youth and young adults in reaching their identified treatment goals. This will allow for support and resources to help them remain in their homes and communities.

These funds are to be used for direct purchase of support services and resources necessary to ensure that youth can remain safely in their home setting and communities when *no other* resources are available.

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PURPOSES

- **Short-term for a particular service/resource.**
- **No other funding stream available.**
- **Bridge Gaps**
- **Consistent with the principles of sustainability, that is, the ability of the family, youth, community, and service system to continue the needed service/resource over the long term.**
- ***These funds should be requested only after all other avenues for service authorizations or payments have been exhausted by the family, the youth, the case manager and the treatment team.***



TREATMENT PLAN

The use of flex funds is **directly tied to the individualized service plan** as defined by the TIP model. The individualized service plan is created with direct input from the youth. Support services and resources are individualized, built on strengths, and meet the needs of the youth and young adults across life domains to promote success, safety and permanency.

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TYPES OF SERVICES COVERED:

- ◎ **Support to get a state ID card, replace a social security card or to obtain a birth certificate**
- ◎ **Temporary assistance with rent, utilities, car insurance payments, and transportation to appointments in keeping with treatment goals**
- ◎ **Application costs for educational or life skills training including driver's education, college application fees and other one-time education costs.**

CONSIDERATIONS FOR FLEX FUND REQUESTS

- ⦿ How would this request prevent or reduce the risk of homelessness due to the youth/ young adult's emotional challenges?
- ⦿ How will it promote youth connections within the community and build on strengths for youth in transition?
- ⦿ Have all other sources of funding for this resource been explored by youth or young adult's treatment team? What has already been tried?
- ⦿ If this resource is necessary in the long term, what is the plan for sustaining this resource?
- ⦿ How does this request promote positive youth/young adult development, independence and stability in the community?
- ⦿ Flex funds are not intended as emergency funds.

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FLEX FUND REQUEST PROCESS

FLEX FUND REQUESTS

- ◎ The case manager will facilitate a team discussion around resources needed to implement the treatment plan. (*It should not be assumed that flexible funds will always be used*)
- ◎ The team must ensure that no other resources are available to support the identified goal.
- ◎ The case manager will be the person listed on the plan as the person responsible for completing the flex fund request, following through with obtaining the funds, and ensuring it is utilized properly.

FLEX FUND PROCEDURE

- ◎ **Flex funds are managed and released by The Moving Forward Operations Coordinator.**
- ◎ **Request for funds will be made by the case manager completing the flex fund request form**
- ◎ **The request will be completed in full by the case manager and submitted to the Operations Coordinator for consideration.**
- ◎ **Flex fund checks will be written to the provider of the support or service only.**
- ◎ **Checks will be either mailed to the provider or given to the case manager once they are cut.**