

## **Family Support and Connections Flexible Funding Budget**

**POLICY:** Family Support and Connections understands that at times, families may need monetary help in order to change their situations. As a part of the FSC budget, there will be flexible funding money available in order to assist these families.

### **PROCEDURE:**

1. FSC will set aside flexible funding monies.
2. Monies will be used to help families in need.
3. FSC flexible funds will be the payee of last resort. All other community resources must be accessed first.
4. FSC flexible funds may only be utilized for the same items allowed by the Department of Human Services.
  - a. Funds may not be used for fines.
  - b. Funds may be used for medication assistance, rent, rental deposits, energy services, water bills, food, clothing, gas, health and sanitation products, reasonable accommodation of disability, moving needs, minor car repairs, insurance, books and supplies for education needs.
5. FSC flexible funds will be accessed through UMCHS.
  - a. The FSC case worker will inform the FSC coordinator of the need for funds
  - b. The FSC coordinator will verify that all other community resources have been accessed first.
    - 1) If resources have not been accessed, FSC coordinator will refer the need back to the case worker with a list of community resources that can still be accessed.
    - 2) If resources have been accessed in full or only partially or denied, FSC coordinator will continue with request.
  - c. The FSC coordinator will complete a supply and requisition form for flexible funds for the identified family need. This will be submitted to the Executive Director for approval.
  - d. Any checks will be made out directly to the Provider of the service needed, i.e. Pacific Power, Cascade Gas, landlord, etc... Copies of the receipt will be given to UMCHS.
  - e. Any gift cards utilized for purchasing of supplies will be returned with a receipt to the UMCHS fiscal department. The FSC case worker will accompany the family to the store with the gift card.
  - f. For gas certificates, families must turn in receipt and verification that they attended the meeting or appointment for which the gas certificate was issued.
6. The FSC Steering Committee may designate that some of the funds be used for child abuse prevention activities.
7. A Flexible Spending Report will be sent into the DHS Central Office with the Quarterly Report.