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FLEX Funds

CenterPoint manages and disperses flex funds to support the child and family team process and are available to those who reside in Forsyth, Stokes Davie, and Rockingham Counties. Requests that focus on strengths of the child and family, are sustainable, and encourage greater independence are encouraged.

Flex funds are intended to supplement informal/volunteer resources and to improve the family and community's ability to meet their needs. However, these funds are not intended to provide ongoing financial support.

Flex Funds Guidelines:

- All other sources of appropriate and available revenues must be exhausted and documented before flex funds are assessed. For example: Salvation Army, Crisis Control, etc.
- The use of Flex Funds must be reflected in the child's or adolescent's Person Centered Plan.
- In order for a child or adolescent (age 3 to 17 years old) access Flex Funds they must be enrolled through CenterPoint and assigned to one of the following IPRS target populations:

Child Mental Health Seriously Emotionally Disturbed (CMSED)

Child Mental Health Early Childhood Disorder (CMECD)

Child Mental Assessment Only (CMAO)

Child Mental Health Crisis (CMCS)

Child with a Substance Abuse Disorder (CSSAD)

Child in the MAJORS Substance Abuse/Juvenile Justice Program (CSMAJ)

(*Accessible on the Division of Mental Health, Developmental Disabilities and Substance Abuse Services web page at <http://www.dhhs.state.nc.us/mhddsas/iprsmenu/index.htm>)

- Applicants may apply once every fiscal year (July to June).
- All applications must include an application and release of information AND PCP, signature page, target population enrollment form, and be signed by the appropriate (Qualified Professional) supervisor.
- Applicants must provide receipts if payment is not made directly to vendor.
- Request of over \$300 require extra review and may take up to 6 weeks to process.
- Applications will be reviewed by Community Collaborative of Stokes County, Community Collaborative of Davie County, Community Collaborative of Rockingham County, or the Flex Funds Sub Committee/Forsyth Collaborative based on county of residency.
- Applications will be approved based on these guidelines.
- Applications must include the signature of the parent/guardian, assigned QP, and agency supervisor.

I. Flex Funds may be used to address:

- Individual services/goods for the child and/or family
- Services/goods help strengthen/organize the natural system of care/support of a child and their family
- Assistance with unexpected costs or disruption of stability in family preservation
- Non traditional services provided by licensed provider (outside of Medicaid/State funded services)
- Services from non-traditional providers, including those who are not licensed professionals
- One time expenses

II. Responsibility of the Family, Youth, and Qualified Professional

- The family should maximize other resources, including natural/informal supports, and show that other resources (ex. Salvation Army, Crisis Control, DSS) are exhausted in order to access these funds. If family qualifies for Medicaid, they are expected to apply.
- QP should include documentation of agency(s) contacted, the date of contact, and the result of request for support.
- Applications for summer camps or similar programs must include a brochure describing the program, and a scholarship denial letter from the program
- QP should contact school social worker and receive denial prior to making a request for school supplies, clothing, etc.
- Documentation of expenses (lease, eviction notice, utility bills) is required.
- If applicable, request the family to apply for consumer credit counseling through Consumer Credit Counseling Service at (336) 896-1191

III. General Exclusion Categories (disallowed expenditures):

- Items or services that are illegal or inappropriate
- Income maintenance
- Back payment of charges such as rent, utilities, fines, etc.
- Payment to formal services providers to attend Child and Family team meetings

IV. Authorization Process:

- Case Manager and/or QP can access flex funds application posted on CenterPoint Human Services web site.
- Payments should be made direct to vendor (camp, Target, etc.). In special circumstances checks will be made to provider in order to facilitate access to needed support. Receipts must be provided to CPHS with 10 days of purchase if check is made direct to provider. **CenterPoint reserves the right to refuse any applications from a QP that has not turned in receipts from prior applications.**
- Case Managers and/or QP will submit the request to Flex Funds Coordinator at CenterPoint Human

Services via fax or mail. NO EMAIL request will be accepted.

- The Flex Funds Review Sub Committee and/or community collaboratives will assess the request based on the guidelines and approve or deny the request at least monthly
- The Flex Funds Review Sub Committee and/or community collaboratives will submit the signed and approved request to the CenterPoint Human Services finance for processing.
- Quarterly report regarding Flex Funds will be submitted to Community Collaboratives

V. Receipts and Accounting

- Payments will be direct to vendors
- Exceptions to this require the approval of Finance Director
- QP is responsible for submission of all receipts within 10 days of purchase.
- Failure to submit receipts will result in denial of any pending applications from the individual agency.

V. Grievance and Appeal Process for Parents and Service Providers:

- Appeals can be made to the Flex Funds Committee at the monthly meetings.
- Grievances and appeals beyond the Flex Funds Committee should utilize existing Consumer Complaints process at CenterPoint Human Services