

# **FAMILY CENTERED SYSTEMS OF CARE FLEXIBLE FUND**

## **GUIDELINES FOR USE OF THE FLEXIBLE FUNDS**

**Jefferson County Alliance of Service Councils, Inc.**

Adopted October 2002, Revised September 2, 2004, October 6, 2005,  
Revised 8/15/12

1. Each family with an eligible child (as determined through required SED criteria sheet or Mental Health Center assessment) may apply for flexible funds no more than 2 times per calendar year. The **maximum** amount per family per request cannot exceed \$150.00.
2. A maximum amount of \$50 will be allowed on applications for birthday, Christmas, or other gifts, per SED child. For clothing requests, \$50.00 per child in the home will be allowed, up to the \$150.00 maximum. This type of application must specify exact items to be purchased, for approval by the Board of Directors/ Council Officers. Only one award of this nature, per child per year, will be approved. The items requested are the only items authorized for purchase. Any changes must have prior approval.
3. A maximum amount of \$150.00 will be allowed on applications for utility and rent related expenses. The application must state how the family plans to resolve this issue in the future.
4. A minimum of (2) attempts must be made to check other community resources; documentation of these attempts is required. Requests can only be approved if the funding requested is not covered by other agencies or sources.
5. Professionals requesting the use of flexible funds are expected to follow these guidelines, and to use professional and ethical judgments, in making requests.
6. At least (2) Board Members/Council Officers and (1) Parent Of an SED youth will approve each application, prior to issuance of flexible funds check. Board Members/Council Officers consist of: Board of Directors, President, Vice-President, Treasurer, or Secretary. The Council can approve an amount of Flexible Funds which are greater or less than the original amount requested, based on the availability of funds.
7. Funds may be paid directly to a vendor, or expended by a professional. Funds are never given directly to the client/family. The original receipt(s) must be submitted, to the person listed below, no later than 30 days after receiving funds.
8. Failure to comply with any of these guidelines will result in denial of future funding application. All applications are to be submitted and original receipts returned to:

LeA'nn M. Glover-Parent Support Coordinator  
The Guidance Center - J. David Kaaz Memorial Campus  
500 Limit Leavenworth, Kansas 66048  
(913) 682-5118 or Fax: # (913) 682-4664

THE GUIDANCE CENTER  
J. David Kaaz Memorial Campus  
500 Limit  
Leavenworth, Kansas 66048

**FAMILY CENTERED SYSTEMS OF CARE  
FLEXIBLE FUND  
APPLICATION FORM**

Date of Application \_\_\_\_\_  
Name(child) \_\_\_\_\_ (Parents) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Child with a diagnosis in the home? \_\_\_\_\_ Yes \_\_\_\_\_ No (Required)

SED Verification Attached? \_\_\_\_\_ Yes \_\_\_\_\_ No (Required)

List Community Resources Checked (Required-Must contact at least 2)  
(1) Agency: \_\_\_\_\_ Person Contacted: \_\_\_\_\_  
Request Status: \_\_\_\_\_ (2) Agency: \_\_\_\_\_  
Person Contacted: \_\_\_\_\_ Request Status: \_\_\_\_\_  
Amount of Flex Funds Requested \$ \_\_\_\_\_ Purpose \_\_\_\_\_

Plans to resolve this issue in the future (utilities+rent only) \_\_\_\_\_

Case Manager/Person who will be responsible for the money and return of original receipts signature \_\_\_\_\_  
Date \_\_\_\_\_

Approved \_\_\_\_\_ Check Number \_\_\_\_\_  
Date Written \_\_\_\_\_

\_\_\_\_\_ Not Approved Reason, if not approved \_\_\_\_\_

Committee Members Approval \_\_\_\_\_  
Date \_\_\_\_\_  
2nd Committee Members Approval \_\_\_\_\_  
Date \_\_\_\_\_

Consumer/Parent Approval \_\_\_\_\_  
Date \_\_\_\_\_

Flex funds may be applied for no more than (2) times per household per calendar year-\$150.00 maximum per application. May only apply (1) time per year for gifts (Christmas, Birthday, no more than \$50.00 per child for gifts, \$50.00 per child in the home for clothing. Please submit applications to: LeA'nn Glover Parent Support Coordinator The Guidance Center  
Revised 12/9/03, 7/25/06, 11/16/09, 8/14/12