

Flexible Funding Guidance

Flexible Funding requests should be approved when a good or service is a documented “need” in order for an individual to obtain and maintain independent housing. A request should meet at least one of the following four approval criteria. Examples of justifiable Flexible Funding requests are below each criterion. A Flexible Funding request should have one or more of the following justifications:

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| 1. The individual could not move into or maintain occupancy of the unit without this good or service (e.g., he/she would remain in or move to a less integrated setting without it). | |
| a. Alice is moving from a group home. She has never lived independently. She needs to purchase furniture and household items for her apartment. Ex: Furniture (initial set-up) - Tables, chairs, mattress, box spring, dresser, night stand, lamps, living room furniture, desk, delivery/shipping and set-up fee. Note: only (1) lamp per room; Household Supplies - (1) dinnerware set that serves 4, (1) silverware set for 4, (1) set of pots and pans, window coverings, (1) bed/bath linen set, bathmat, cleaning supplies. | b. Alan has limited income and cannot afford to pay 1st month’s rent and security deposit. He is on the waiver waitlist and unable to access Waiver Transition Services. He needs financial assistance to secure housing. |
| 2. The good or service is essential for the person's health and safety in the home (e.g., his/her health or safety in the home would be in jeopardy without it). | |
| a. Barbara needs a 24” monitor and camera connected to her doorbell to be able to identify a person buzzing into her apartment because she has a hearing impairment and can’t use the speaker. She is on the waiver waitlist and does not have access to waiver funded assistive technology. | b. Bill’s disability limits his mobility. He needs grab rails installed in his shower to bathe safely, and needs his first month’s rent paid while modifications are made. He’s exhausted assistance through Waiver Environmental Modifications and VHDA Rental Unit Modification Programs on lowered counters and light switches. |
| 3. The household item or service is essential for the person to maintain lease compliance (e.g., he/she would incur a lease violation without it). | |
| a. Carl has a documented behavior that when he becomes frustrated, he sometimes punches the walls. He damaged the wall after his last behavior episode and the landlord has indicated he must fix it or he will be evicted. | b. Christine’s lease states that she must keep 75% of the flooring in her apartment covered in order to protect it from damage. In order to comply with her lease, she needs to purchase several area rugs. |
| 4. The good or service is essential to the person's ability to function in and/or use his or her housing (e.g., he/she could not use the housing without it). | |
| a. Donna uses a wheelchair; she is unable to reach the doorknob/lock on her door. She needs a remote controlled electronic door/lock to enter and exit her home. She’s on the waiver waitlist and cannot access waiver-funded environmental | b. David has a difficult time remembering to take his medication. He needs an automated reminder system in order to ensure he takes his medication as prescribed. He is receiving waiver services but has exhausted the use of assistance through the |

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| modifications and assistive technology. VHDA's Rental Unit Accessibility Modification program will partially cover the expense. | Waiver Environmental Modifications and VHDA Rental Unit Modification Programs for other needed assistive technology. |
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Flexible Funding requests should be denied if they are not deemed “needed to obtain and/or maintain independent housing.” Flexible Funding requests for “wants” vs “needs” must be denied. If a Flexible Funding request meets one of the four denial criteria below, it should be denied. Examples of requests that have been denied follow each criterion below.

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| 1. Items that are primarily for the purpose of entertainment or recreation are excluded. | |
| a. Eric wants to use flexible funding to purchase a video game system, dvd/cd player and stereo. | b. Erika loves attending music concerts. She wants to use flexible funding to go to a concert. |
| 2. Requests for multiple sets of a particular item are generally excluded, unless the request meets one of the justifications above or there is a health and safety need, a lease compliance need, etc. | |
| a. Felicia likes to entertain her friends and family at her apartment. She wants to use flexible funding to buy extra dishes and silverware. | b. Fred wants to use flexible funding to purchase artwork for his new apartment and colorful decorations. |
| 3. Goods or services that can be fully funded by another funding source are excluded (e.g., Waiver Transition Services, Waiver Environmental Modifications, VHDA Rental Unit Accessibility Modification Program, etc.). | |
| a. George uses a wheelchair and will need a ramp from the parking area to his first floor apartment. He is eligible for Waiver Environmental Modifications and VHDA Rental Unit Modification Program; however, his Support Coordinator has not requested assistance from either program. | b. Gina has Waiver Transition Services and is moving into an apartment. She needs to purchase furniture, household goods and supplies. She is eligible for assistance through the Waiver Services Program; however, her Support Coordinator has not requested assistance through that program. |
| 4. Goods or services that are primarily for the benefit of a housing or service provider, not the individual, are excluded. | |
| a. Payment for support staff to attend training. | b. Mileage reimbursement for support staff. |