



## Flexible Funding Guidelines

(June 2017 Update)

In June 2015 and 2016, the Department of Behavioral Health and Developmental Services (DBHDS) provided the following Community Services Boards (CSBs) funding to increase access to and the availability of integrated, independent housing options for individuals with a developmental disability that meet the criteria for the target population as defined in the Settlement Agreement between the Commonwealth of Virginia and the U.S. Department of Justice.

The following CSBs were provided funding for this initiative. Each CSB will serve as a fiscal intermediary in the region in which they serve:

- Fairfax Falls Church CSB- Northern Virginia region (NOVA Team)
  - Alexandria CSB
  - Arlington CSB
  - Loudon CSB
  - Northwestern CSB
  - Prince William CSB
  - Rappahannock Area CSB
  - Rappahannock-Rapidan CSB
- Hampton Newport News CSB- Hampton Roads region (Peninsula Team)
- Henrico CSB- Richmond region (Richmond Team)
- Norfolk CSB- Hampton Roads region (Southside Team)
- New River Valley CSB- Southwest Virginia region
- Region Ten CSB- Northwest Virginia region

These guidelines should be referenced as each CSB establishes its budget and expends funds within its respective region.

These guidelines were amended in October 2016 to provide additional information regarding program eligibility and permitted and prohibited unit types and settings and in May 2017 to allow for additional activities related to the housing transition. If there are any questions relating to the above referenced

items or anything within this guidance document, CSB staff is encouraged to contact a DBHDS Housing Team member.

## **Eligible Individuals**

Individuals must meet **ALL** of the eligibility requirements below in order to receive flexible funding:

1. Be age 18 or older, or be a legally emancipated minor;
2. Have a developmental disability as defined in the Code of Virginia;
3. Be in one of the following categories:
  - a. transitioning from a skilled nursing facility, an intermediate care facility, a state training center, a group home or other congregate setting and meet the level of functioning criteria for a Developmental Services waiver; or
  - b. receiving Building Independence (BI), Family and Individual Support (FIS) or Community Living (CL) Waiver services; or
  - c. determined eligible for and currently on a waitlist for the BI, FIS or CL Waiver
4. Meet the criteria for an eligible family:
  - a. The individual's household composition cannot include his/her parents, guardians, or grandparents (e.g., individuals with developmental disabilities who are heads of their own households, not living with their parents, guardians or grandparents). The individual's household composition may include the individual's own child or children.

## **Permitted Unit Types**

Flexible funds may only be used to help eligible individuals transition to and sustain tenancy in the following unit types:

- Legal dwelling units with a full kitchen and bathroom that are integrated into the community (e.g., surrounded by units that house people with and without disabilities in natural proportions). Units that are integrated into the community include:
  - In a multifamily apartment building OR
  - A single family home (e.g., a 2BR house) OR
  - A mobile or manufactured home OR
  - In a single family home, if permitted as an accessory dwelling unit under the local zoning ordinance
- Units owned, but not occupied by, parents, grandparents siblings, children and grandchildren of the eligible family.
- Shared housing: a single housing unit occupied by an individual and another resident or residents. The shared unit consists of both common space for use by the occupants of the unit and separate private space for each assisted family. An assisted family may share a unit with other persons. The owner of a shared housing unit may reside in the unit. The resident owner may not be related by blood or marriage to the assisted family.

Other unit types may be considered if they: constitute a legal use and occupancy, require the assisted family (or the assisted family's guardian) to be the lease holder, do not permit the assisted family's parents/grandparents/guardian to reside with the assisted family, and promote integration of people with disabilities (e.g., opportunities to live side by side and interact with people without disabilities).

## **Prohibited Settings**

Flexible funds shall not be used to help eligible individuals transition to or sustain tenancy in the following settings:

- nursing homes, board and care homes, or facilities providing continual psychiatric, medical, or nursing services
- college or other school dormitories
- on the grounds of penal, reformatory, medical, mental, and similar public or private institutions
- A boarding house (e.g. facilities that provide meals and lodging on a daily or weekly basis for a fee)
- not permitted to rent part of the unit as a rental unit by local zoning ordinance
- a residential setting licensed by the Department of Behavioral Health and Developmental Services or the Virginia Department of Social Services (e.g., group home, residential treatment program, adult care residence, assisted living facility).
- a non-residential setting (e.g., homeless shelter, extended stay hotel, vacation timeshare)

## **Eligible Uses**

### ***Support to Obtain Housing***

Flexible Funding may be used in a variety of ways to support an eligible individual's initial transition to a home of his/her own from a less integrated, independent setting (e.g., nursing facility, intermediate care facility, group home, family home, etc.). Potential uses of these funds are described below. In the event there is a potential use that is not included below, but could remove a barrier for an eligible individual who wants to access their own housing, CSBs are encouraged to email the DBHDS Housing Specialist for written guidance and approval.

**The potential fund expenditure categories are as follows:**

1. **Temporary Rental Assistance** – This funding category allows the CSB to provide temporary rental assistance (no more than two months rent) for an eligible individual to allow for environmental modifications to be made;
2. **Housing Transition Services and Supports** – This funding category allows for the purchase of services or essential goods to enable an eligible individual to transition into their own home. (e.g., security deposit, utility connection fees and deposits, moving expenses, reasonable and essential fixture and furniture purchases, etc.) These funds may only be accessed when an eligible individual and their support coordinator have made a good faith effort to access other

resources (e.g., Medicaid Waiver, Dominion’s assistance vouchers) and those resources are not available within the timeframe needed and/or accessible to an applicant.

This funding category also pays for direct support to eligible individuals who are transitioning to an eligible unit type and are currently receiving or actively pursuing Shared Living Supports via a Developmental Disability Community Waiver or are on the waitlist to receive a DD waiver slot and currently have no access to active case management supports via their Community Services Board. Flex funds may be used to pay a third party provider for any of the following activities:

- a. Conducting a tenant screening and housing assessment that identifies the participant’s preferences and barriers related to successful tenancy. The assessment may include collecting information on potential housing transition barriers, and identification of housing retention barriers.
- b. Developing an individualized housing support plan based upon the housing assessment that addresses identified barriers, includes short and long-term measurable goals for each issue, establishes the participant’s approach to meeting the goal, and identifies when other providers or services, both reimbursed and not reimbursed by Medicaid, may be required to meet the goal.
- c. Assisting with the housing application process.
- d. Assisting with the housing search process.
- e. Assisting with securing a roommate or a live-in aide.
- f. Identifying resources to cover expenses such as security deposit, moving costs, furnishings, adaptive aids, environmental modifications, moving costs and other one-time expenses.
- g. Ensuring that the living environment is safe and ready for move-in.
- h. Assisting in arranging for and supporting the details of the move.
- i. Developing a housing support crisis plan that includes prevention and early intervention services when housing is jeopardized.

Please note that Flex funds may be used to pay the Shared Living Provider or another qualified organization (i.e., Private Case Managers, Service facilitators, Centers for Independent Living, etc.) for up to two months’ worth of activities at a rate \$326.50 per month.

***Please note: Flex Funds may not be used to pay for family members, roommates or friends to provide any of the services listed above.***

3. **Non-Reimbursable Environmental Modifications** – This funding category allows the CSB to pay for equipment or modifications of remedial or medical benefit to the individual’s primary home, primary vehicle, worksite when these exceed the Americans with Disabilities Act (ADA) reasonable accommodations requirement to ensure an individual’s health and safety, enable an individual to live in their own home and function with greater independence. These funds cannot be utilized if there are any other resources available to cover said expenditures, but may be used in conjunction with other funds (match);

- 4. Non -Reimbursable Assistive Technology Improvements** – This funding category allows the CSB to pay for specialized medical equipment, durable/non-durable medical equipment, adaptive devices, appliances and controls which enable greater independence and equipment and devices which enable communication. This fund cannot be utilized if there are any other resources available to cover said expenditures, and again may be used in conjunction with other funds (match);
- 5. Temporary Support Staffing** – This funding category allows the case manager to request funds to pay for: 1) short term, temporary staffing needed to assist an eligible individual with becoming acclimated to their new housing; 2) housing location services; and 3) help with budgeting/packing/shopping for furniture. This category shall not pay for staffing that is reimbursable via the Medicaid Waiver or Medicaid. These funds will likely assist eligible individuals who are on the Developmental Services waiver waitlist for transitional services/staffing. Provided below is representative list of experience and qualifications of a Housing Locator. Housing locators shall submit a resume and/or statement of qualifications to the support coordinator/case manager in order to document that they meet the following requirements (This should be submitted with the reimbursement request):
- a. experience coordinating individualized housing needs assessments and working with special needs populations and case managers to develop housing plans and address barriers;
  - b. experience monitoring each individual’s progression through their housing search plan and develop corrective action revisions to the plan when necessary;
  - c. experience creating and maintaining lists of available housing options for individuals;
  - d. experience tracking housing placements on a spreadsheet for all housed individuals;
  - e. experience assisting individuals with housing applications, completing subsidized housing paperwork, surveying rental market for affordable housing, and advocating for individuals with prospective landlords;
  - f. Bachelor’s degree in a housing related field;
  - g. 2-4 years’ experience in housing location;
  - h. ability to maintain and execute confidential information according to HIPAA standards;
  - i. previous experience with social services and/or homeless programs
  - j. ability to coordinate multiple projects simultaneously in a high-pressure and time sensitive environment; and
  - k. strong communication skills

All individuals supported under this funding category should have a plan that identifies types of supports, natural and paid, should they require them.

- 6. Miscellaneous** – This funding category allows the CSB to pay for non-traditional costs that are typically short term, temporary in nature and may be related to lapses in coordination of

benefits and other related occurrences. The CSB shall provide a written request describing the proposed use to DBHDS and DBHDS must provide prior written authorization before this category may be used; and

- 7. Program Administration** – This funding shall assist the CSB in covering some of or all of its costs associated with serving as the fiscal intermediary. This one-time amount is based upon 10% of the initial amount allocated per team. Each team has already received these funds.

### ***Support to Remain in Housing***

Flexible Funding may also be used in multiple ways to support eligible individuals who have transitioned into homes of their own and later experience temporary financial setbacks that jeopardize their housing stability and place them at risk of eviction. Potential uses of these funds are described below. In the event there is a potential use that is not included below, but could remove a short-term financial barrier for an eligible individual to remain in their own housing, CSBs are encouraged to email the DBHDS Housing Specialist for written guidance and approval.

Support Coordinators who request Flexible Funds for Tenant Support shall submit a Flexible Funding referral AND a Housing Stability Plan to the CSB serving as the fiscal agent. The Housing Stability Plan outlines specific steps the individual and his/her person-centered planning team will take to address the issue that precipitated the Flexible Funding request, as well as other issues that may jeopardize the individual's housing stability. For example, if the individual missed a rent payment due to hospitalization, the action plan may indicate the support coordinator will notify his/her parents to pay the rent if a future hospitalization occurs. A Housing Stability Plan template is attached to these guidelines. The Plan also includes a two part Household Spending Plan that reflects the individual's current budget and proposed budget going forward. The proposed budget should include adjustments needed to income and expenses (including any in-kind resources or subsidies that can be leveraged) to ensure critical housing bills such as rent and utilities are paid in full in a timely manner.

Support Coordinators may not seek, accept or retain Flexible Funding assistance from the CSB for amounts paid by the tenant or by a third party such as an insurance provider or another program that provides financial assistance. If, after submitting a request for Flexible Funds, the landlord receives payment for any claimed damages or late rent from the tenant or a third party, the Support Coordinator must immediately notify the CSB of such payment so the request can be canceled. If the landlord or third party receives payment with Flexible Funds after being paid by another source, the Support Coordinator should work with the landlord or third party to determine how best to recoup the Flexible Funds in a manner that does not place the individual at risk of losing his/her housing. The CSB will maintain a record of tenancy support assistance provided to the individual to assist in determining if there has been an overpayment of program assistance. The CSB fiscal agent must evaluate whether the Housing Stability Plan is realistic and achievable, and must approve the Housing Stability Plan in conjunction with the Flexible Funding Referral for Tenant Support. If the Housing Stability Plan is not realistic and/or achievable, the CSB fiscal agent shall request that the individual and support coordinator revise and resubmit the Housing Stability Plan with the Flexible Funding Referral for approval.

The potential tenant support fund expenditure categories include:

1. **Emergency rent payment and associated late fees** - Flexible Funds may be used to pay the tenant's portion of the rent and any associated late fees for an eligible individual who has received a Five Day Pay or Quit Notice and has a documented medical or financial need. Payment is limited to three months of rent and three late fees per lease year. Payments shall be made directly to the landlord.
2. **Last resort utility assistance** – Flexible Funds may be used to pay for gas, electric, oil, propane, water and sewer bills that are in arrears if (1) the individual has received a shut-off notice and (2) the individual is not eligible for or has been denied assistance from the DSS Energy Assistance Program and Energy Share. Payment is limited to a maximum of \$500 per lease year.
3. **Household management activities** – Flexible Funds may be used to pay for specialized cleaning, chore services, pest extermination and trash removal required for an eligible individual who has received a Notice of 21 Days to Cure or 30 Days to Vacate for a lease violation related to tenant housekeeping. Payment is limited to a maximum of \$500 per lease year. Payment may be made to the landlord or to a third party.
4. **Unit repairs** – Flexible Funds may be used to repair damage (including water damage) to an eligible individual's rental housing unit that the individual caused by his/her action or inaction. The individual must have received a Notice of 21 Days to Cure or 30 Days to Vacate for a lease violation related to tenant damage of the unit, and the damage must not be covered by owner's or renter's insurance. Payment is limited to one request per lease year, not to exceed \$500. Payment may be made to the landlord or to a third party.
5. **Temporary relocation** – Flexible Funds may be used to temporarily relocate an eligible individual if his/her rental housing unit is damaged, flooded, contaminated by mold or other biohazard, or condemned. The individual must have a written notice from the Landlord or local code official stating that he/she may not return to the unit. Payment is limited to one request per lease year, not to exceed \$2,500.
6. **Tenant support miscellaneous** – Flexible Funds may be used to pay for non-traditional tenancy support costs that are short term and temporary in nature and may be related to lapses in coordination of benefits and services and other related occurrences that place an individual at risk of eviction. The CSB shall provide a written request describing the proposed use to DBHDS and DBHDS must provide prior written authorization before this category may be used.

## **Expenditure Amounts**

DBHDS allocated these funds under the assumption that the average per person expenditure for Support to Obtain Housing would not exceed \$5,000. In the event that funding amount for any one person is expected to exceed \$5,000; the CSB shall notify the DBHDS Housing Specialist

via email. The email shall summarize proposed use of the funds and how it will remove any barrier preventing the eligible individual from moving into their own home.

As with the Flexible Funds for Support to Obtain Housing, the assumption is the average per person expenditure for Support to Remain in Housing will not exceed \$5,000. In the event that funding amount for any one person is expected to exceed \$5,000, the CSB shall notify the DBHDS Housing Specialist via email. The email shall summarize the proposed use of the funds and how they will assist the individual with maintaining housing stability and preventing the loss of integrated, independent housing.

Maximum flexibility is provided with goal of assisting, at a minimum, the HSS goal per team/region. The average funding amount shall be calculated by dividing the program expenditures, (excluding program administration) by the number of individuals served per team. An individual may be counted twice if they were provided funds to obtain housing and funds to maintain their housing on two separate occurrences.

Other resources shall be tracked and reported (family contributions, utility vouchers, etc.) in order to document the total cost required to transition individuals in the target population. Funds are to be utilized to remove any barrier preventing an eligible individual from moving into their own home.

### **Reimbursement/Payments**

Flexible Funds permits fiscal agents to pay for expenses related to obtaining and maintaining housing in two ways:

1. The fiscal agent can reimburse the individual (or his/her family) for eligible, out-of-pocket expenses if accompanied by itemized receipts, OR
2. The individual can obtain itemized invoices and W-9 forms from vendors, and the CSB can pay the vendors directly.

The program does not advance funds directly to individuals and families.

### **Monitoring, Reporting and Record Keeping**

#### **Monitoring**

Each CSB shall allow DBHDS the opportunity to monitor, review and audit all programmatic and financial records needed to determine who this fund was managed and expended. The monitoring, or review, will be scheduled in advance on a date that is mutually agreed upon, and DBHDS staff shall send confirmation in writing.

A written report on the monitoring results shall be completed by DBHDS and provide to the CSB within 30 days of the review.



## **CSB Reporting Requirements**

The CSB shall provide to the DBHDS, on a quarterly basis by the 20<sup>th</sup> of the following month:

1. A completed program expense report that includes itemized program expenditures for the quarter, a cumulative total of all expenditures, remaining line item balances and related funds accessed on behalf of the individual.
2. A completed program status report that details the number of individuals that have transitioned in connection with the use of the flexible funds.

Reports shall be submitted via email to the DBHDS Housing Specialist by the 20<sup>th</sup> of the month following the end of the previous quarter and shall cover activities and expenditures.

## **Documentation and Record Keeping Requirements**

The CSB shall maintain documentation for all program expenditures to include, but not be limited to, the following for each fund category:

### ***Support to Obtain Housing***

1. **Temporary Rental Assistance** – Copy of an executed lease between the eligible individual and the landlord or property manager, a copy of an invoice for the environmental modification work showing paid in full and a letter from the Support Coordinator documenting the unique circumstances in which the temporary rental assistance is needed.
2. **Housing Transition Services and Supports** –
  - a. security deposit- a copy of an executed lease between the eligible individual and the landlord or property manager documenting the security deposit amount request/expended;
  - b. utility connection fees and deposits- a copy of bill from utility company that reflects the connection fee amount and deposit required;
  - c. moving expenses- invoice from moving company showing that all expenses are paid in full; and
  - d. reasonable and essential fixture and furniture purchases- a copy of a store receipt that includes items purchased for individuals home.
  - e. Housing transition case management- A signed activity log that documents the activities completed to help an eligible individual transition into their own home or secure a

roommate or live-in aide. The Support Coordinator/Private Case Manager must also submit an invoice from the third party provider that itemizes all services being invoiced not to exceed the monthly rate of \$326.50 for up to two months.

3. **Non-Reimbursable Environmental Modifications** – a copy of an invoice from environmental modification contractor that all documenting expenses are paid in full and/or a copy of a store receipt that includes equipment purchased for individuals home or vehicle and/or a bill from the owner/landlord of the property.
4. **Non-Reimbursable Assistive Technology Improvements** – a copy of an invoice from assistive technology contractor documenting that all expenses are paid in full or a copy of a store receipt that includes equipment purchased and installed in individuals home.
5. **Temporary Support Staffing** – a copy of an invoice from support services provider showing that all expenses are paid in full.
6. **Program Administration** – Financial records that document how the program administration funds were expended.

### ***Support to Remain in Housing***

1. **Emergency rent payment and associated late fees** - Copy of a Five Day Pay or Quit Notice from the landlord plus rent ledger showing total rent and fees owed.
2. **Last resort utility assistance** – Copy of utility shutoff notice and bill itemizing service fees and late fees.
3. **Household management activities** – A copy of an invoice from a service contractor or the landlord showing all expenses are paid in full, or an itemized store receipt that includes equipment and supplies that were rented or purchased.
4. **Unit repairs** - A copy of an invoice from a repair contractor or the landlord showing all expenses are paid in full, or an itemized store receipt that includes equipment rented and supplies purchased.
5. **Temporary relocation** – A copy of an invoice from a hotel, motel, or other temporary residence showing dates of lodging, daily rate, total cost and total paid.
6. **Tenant support miscellaneous** – A copy of an invoice from a contractor or the landlord showing all DBHDS approved expenses are paid in full, an itemized store receipt that includes all DBHDS approved equipment and supplies that were rented or purchased, OR documentation requested by DBHDS as a condition of approving funds in this category.

## Documented Need

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: 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:

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: <b>Furniture</b> (initial set-up) – dining table and four chairs, mattress, box spring, dresser, lamps, living room furniture, desk, delivery/shipping and set-up fee. Note: only (1) lamp per room. Bed for single individual should not exceed a standard full size mattress and box spring, unless there is a documented medical need. <b>Household Supplies</b> - (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 modifications and assistive technology. VHDA’s Rental Unit Accessibility Modification program will partially cover the expense.	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 Waiver Environmental Modifications and VHDA Rental Unit Modification Programs for other needed assistive technology.

Flexible Funding Guidance

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.

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 a dining room table and chairs for six people plus extra dishes and silverware. Flexible funds will pay for a dining set for four plus a tableware and silverware set for four.	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.
5. Luxury items that cost more than basic, standard alternatives and are not essential to obtaining or maintaining independent housing 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. Joe needs a toaster to make toast for breakfast. He wants to use flexible funding to purchase a six slot toaster with a bagel toasting option. Flexible funds will pay for a standard two slot toaster.	b. Joan likes to have her friends sometimes stay overnight at her apartment. She wants to use flexible funding to buy a fancy sofa with a pullout bed from a high end furniture store. Flexible funds will pay for a basic sofa with no pull out bed from economy retail store (e.g., Target, Walmart, IKEA, Sears).

## **Flexible Funding Q&A**

### **Q1: Can Flexible Funds be used to cover the costs of furniture for a live-in aide?**

**A1:** Flexible Funds can be used to cover the costs of furniture that the individual needs to have a live-in aide reside with him or her and provide the supports the individual needs to maintain housing, IF the live-in aide is unable to provide his/her own furniture. The furniture that Flexible Funds will pay for is limited to a twin mattress and frame, a dresser, a lamp, and an area rug for the bedroom (if required by the landlord under the lease). The furniture belongs to the individual: if a live-in aide vacates the unit, the furniture must remain.

### **Q2: Can Flexible Funds be used to cover the costs of furniture for an individual's child, such as a crib or high chair?**

**A2:** The purpose of Flexible Funds is to remove barriers to independent housing for an individual in the Settlement Agreement population. Eligibility for funding does not automatically extend to other members of the family. The furniture being purchased for the individual may indirectly benefit other family members (e.g., a sofa or kitchen table and chairs). However, with the exception of a live-in aide (see Q1 above), furniture cannot be purchased expressly for another family member's use if this family member is not in the Settlement Agreement target population for housing.

### **Q3: Can Flexible Funds be used to reimburse a client for the first propane tank fill when he moves into his own home?**

**A3:** A propane tank would need to be filled periodically throughout the year and that is part of the ongoing cost of the utility service (just like an oil tank). So no, this reimbursement would not be covered by Flexible Funds. If there is a one-time deposit to set up the utility account or for the cost of the tank itself, that would be covered.

### **Q4: Can Flexible Funds cover the cost of a small household repair toolkit to put furniture together?**

**A4:** Flexible Funds will cover this cost if the toolkit is required to assemble furniture that is being bought as part of the individual's *initial move* to independent housing. The justification is that, if the toolkit were not purchased, then the furniture could not be assembled, and this would be a barrier to the individual occupying his/her unit (e.g., the individual would have no bed to sleep in, table to eat on, etc.).

### **Q5: Can Flexible Funds be used to replace furniture and household items that were donated to an individual who has already moved into independent housing?**

**A5:** No. Flexible Funds are intended to assist individuals with removing barriers to getting into independent housing and to prevent housing instability/potential eviction from housing. The funds are not intended to replace furniture and/or items that individuals already have.

**Q6: Can Flexible Funds be used to pay off a utility bill that is in arrears?**

**Q6:** Flexible Funds may be used to pay off a utility bill that is in arrears if the debt is affecting the individual's credit and preventing the individual from qualifying for an apartment in his/her own name. The request should be made under the category "Miscellaneous Supports Needed to Obtain Housing." The Support Coordinator must submit a copy of the most recent bill from the utility company documenting the amount that is in arrears, and identify all other sources of assistance to which the individual has applied for help to pay off this debt (e.g., Department of Social Services, Salvation Army, local congregations, etc.).

# Sample Reporting Format

## HSS- Flexible Funding

Monthly Expenditure Report

Department of Behavioral Health and Developmental Services

CSB Name:

Reporting Period:

Number of individuals assisted this reporting period:

	Budget	Quarterly Expenditures		Total Expenditures To Date		Remaining Balance
	\$	\$	%	\$	%	\$
<b>Flexible Funding</b>	<b>\$ 300,000</b>					
Temporary Rental Assistance		\$0	#DIV/0!	\$0	#DIV/0!	\$ 300,000
Transition Supports		\$0	#DIV/0!	\$0	#DIV/0!	
Non -Reimbursable Environmental Modifications		\$0	#DIV/0!	\$0	#DIV/0!	
Non -Reimbursable Assistive Technology Improvements		\$0	#DIV/0!	\$0	#DIV/0!	
Temporary Support Staffing		\$0	#DIV/0!	\$0	#DIV/0!	
Miscellaneous		\$0	#DIV/0!	\$0	#DIV/0!	
<b>Total Flexible Funding</b>		\$0	#DIV/0!	\$0	#DIV/0!	
<b>Program Administration</b>	<b>\$30,000</b>					<b>\$30,000</b>
Program Administration		\$0	#DIV/0!	\$0	#DIV/0!	
<b>Total Program Administration</b>		\$0	#DIV/0!	\$0	#DIV/0!	
<b>TOTAL</b>	<b>\$ 330,000</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$330,000</b>



## **Plan to Maintain Stable Housing**

Individual's Name:

Address:

Phone Number:

Support Coordinator's Name:

Phone Number:

Email:

Landlord's Name:

Company Name:

Address:

Phone Number:

Email:

Maintenance After Hours Phone Number:

Email:

### **Prevention Planning**

Here are the steps I will take to prevent a housing emergency:

- I will put \$ \_\_\_\_\_ per month into an emergency rent fund (can be a checking/savings account, a fund held by family)
- I will pay my bills on time and review my household budget every month
- I will check with my landlord every three months to see if I am following the rules of my lease
- I will let my landlord know when something in my house needs to be repaired
- I will take good care of my apartment (vacuum the carpets, sweep/mop the floors, clean the sinks and toilets, dust, take out trash, etc.).
- I will keep the noise down so people can't hear what is happening in my house through the walls, floor or ceiling
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

## Emergency Planning

1. What will I do if I do not have enough money to pay my rent or utilities this month (electric, gas, water, etc.)?

PLAN	ACTION	CONTACT PERSON	PHONE	EMAIL
A				
B				
C				

2. What will I do if I do not have enough money to pay for other things this month (such as food, transportation, phone, cable, laundry, etc.)?

PLAN	ACTION	CONTACT PERSON	PHONE	EMAIL
A				
B				
C				

3. What will I do if something in my apartment breaks and I have to move temporarily until it is fixed (e.g. a few days)?

PLAN	ACTION	CONTACT PERSON	PHONE	EMAIL
A				
B				
C				

4. What will I do if I get a letter from my landlord saying I have broken the rules of my lease and I have to fix the problem or move out in 30 days?

PLAN	ACTION	CONTACT PERSON	PHONE	EMAIL
A				
B				
C				

5. What will I do if I get a letter saying my landlord will not renew my lease for another year?

PLAN	ACTION	CONTACT PERSON	PHONE	EMAIL
A				
B				
C				

6. What will I do if \_\_\_\_\_ ?

PLAN	ACTION	CONTACT PERSON	PHONE	EMAIL
A				
B				
C				

7. What will I do if \_\_\_\_\_ ?

PLAN	ACTION	CONTACT PERSON	PHONE	EMAIL
A				
B				
C				

8. What will I do if \_\_\_\_\_ ?

PLAN	ACTION	CONTACT PERSON	PHONE	EMAIL
A				
B				
C				

## HOUSEHOLD SPENDING PLAN

Indicate # of people in household:  
 Adults \_\_\_\_\_ Children \_\_\_\_\_

			<u>FLEXIBLE EXPENSES</u>		
<b><u>NET MONTHLY INCOME</u></b>	NOW	W/HOUSE	Savings	_____	_____
Source 1	_____	_____	Groceries	_____	_____
Source 2	_____	_____	Lunch (work/school)	_____	_____
Other Income	_____	_____	Eating Out	_____	_____
<b>Total Income [A]</b>	_____	_____	Entertainment/Hobbies	_____	_____
<b><u>FIXED EXPENSES</u></b>	NOW	W/HOUSE	Laundry/Drycleaning	_____	_____
Rent/Mortgage	_____	_____	Cleaning Supplies	_____	_____
Electric	_____	_____	Clothing	_____	_____
Gas/Oil	_____	_____	Gasoline/Bus/Taxi	_____	_____
Water/Sewer	_____	_____	Newspaper/Magazines	_____	_____
Home Phone	_____	_____	Alcohol/Cigarettes	_____	_____
Cell Phone	_____	_____	Church/Charity	_____	_____
Internet service	_____	_____	Tuition/Books	_____	_____
Trash pickup	_____	_____	Barber/Beauty Shop	_____	_____
Cable	_____	_____	Auto Maintenance	_____	_____
Medical Insurance	_____	_____	House Maintenance	_____	_____
Auto Insurance	_____	_____	Doctor/Dentist	_____	_____
Life Insurance	_____	_____	Pets	_____	_____
Renters Insurance	_____	_____	Parking/Tolls	_____	_____
Child Support/Alimony	_____	_____	Lottery/Bingo	_____	_____
Child Care	_____	_____	Lawn Care	_____	_____
Homeowners Assoc. Fees	_____	_____	Maintenance/Repairs	_____	_____
Other	_____	_____	Other	_____	_____
<b>Total Fixed [B]</b>	_____	_____	<b>Total Flexible [D]</b>	_____	_____
<b><u>DEBT PAYMENTS</u></b>	NOW	W/HOUSE	<b><u>EXPENSES</u></b>	NOW	W/HOUSE
Installment Loans	_____	_____	FIXED [B]	_____	_____
Automobile Loan	_____	_____	DEBT [C]	_____	_____
Credit Card Payments	_____	_____	FLEXIBLE [D]	_____	_____
Credit Card Payments	_____	_____	<b>TOTAL EXPENSES [E]</b>	_____	_____
Credit Card Payments	_____	_____		_____	_____
<b>Total Debt [C]</b>	_____	_____	Subtract Expenses from Income (A - E):		
			<b>TOTAL INCOME (A)</b>	_____	_____
			<b>TOTAL EXPENSES (E)</b>	_____	_____
			<b>DIFFERENCE + or -</b>	_____	_____

**Note:** If you have accounted for all your expenses, including savings, your difference should be \$0.00.  
 If you come up with a positive number, you may want to consider allocating the extra money toward your debt and/or savings.  
 If you come up with a negative number, you are spending more than you make. Review the budget thoroughly to examine where you can trim your expenses.

Applicant Signature \_\_\_\_\_

Applicant Signature \_\_\_\_\_

CERTIFICATION: I hereby certify that I have reviewed the above budget with the applicant(s) and concur that it is reasonable.

Lender or Counselor Signature: \_\_\_\_\_