

FOOTHILLS GATEWAY, INC.

Restricted/Donated Funds Requests

PROCEDURE:

- Foothills Gateway, Inc. will review, approve, modify or deny all requests for restricted/donated funds made by/for any person who has case management through Foothills Gateway, and is served within the Larimer County service area.
- A restricted funds request form, letter of request/need from the family/individual, and an invoice must be submitted by the Case Manager to the Chief Operating Officer-Division of Case Management (COO-DCM), which contains the following information prior to consideration of the request:
 - a) item, service requested
 - b) reason/purpose for the request
 - c) total cost/invoice
 - d) amount family/individual can contribute
 - e) discuss the importance/sacrifice/burden associated with the request
 - f) explain ways the family/individual has tried to access other ways of funding the request
 - g) how the request is related to the disability
- Every restricted/donated funds request that is submitted, must be initialed and approved by the Case Manager's Supervisor.
- When restricted/donated funds are requested for therapies or therapeutic items, in addition to the letter of need, a letter of recommendation is required from a therapist and/or a physician explaining how the service or item will benefit the individual in service.
- Guardianship requests: Prior to requesting donated funds for guardianship, the family/guardian must attend a guardianship class/training. Guardianship Alliance and ARC of Larimer County provide these trainings. A certificate or letter of completion from the trainer, and a letter of request from the family/guardian should be attached to the restricted fund request.
- If at all possible, requests should be made prior to the expenditure. Invoices documenting costs must be provided with the request.
- The Case Manager must attempt to access other funding outside Foothills Gateway, Inc. and document these attempts before the request for restricted/donated funds can be made. These efforts must be documented on the request form in the space provided.

- All requests for restricted/donated funds over \$1,000.00 must be reviewed by the Executive Team.
- If an individual is served by a Program Approved Service Agency (PASA) in comprehensive services, The Case Manager will request that the PASA pay half or contribute to the total amount. These requests will be decided on a case by case basis if the PASA is unable to contribute. Foothills Gateway, Inc. will approve restricted/donated funds requests for up to one half of the amount for camps and therapeutic recreation.

Items that will not receive funding:

- a) Vacations
 - b) Vehicles – vehicle repairs will be determined on an individual basis.
 - c) Mortgage/Rent payments and Security Deposits.
 - d) Utility bills, Past bills
- No one individual may access more than \$2,000.00 total per fiscal year, or \$3000 per fiscal year for families with multiple eligible family members. This amount is not an entitlement and is not to be treated as an available “pool of funds”. Each request must be submitted separately with an invoice and a letter from the individual or family. Each request will be tracked separately.
 - No more than \$2,000.00 may be requested/granted for the same item or event (with the exception of Respite), even if it crosses fiscal years. In extraordinary circumstances, where a family or individual is in urgent need and the maximum amount will be exceeded, Executive Team will make the final decision in this regard.
 - **Therapy Fund (HCBS-DD)** – Case Managers will need to follow restricted Funds request guidelines for this fund. Funds are available for any person who has case management through Foothills Gateway, is requesting therapy funding for Massage, Music, Hippotherapy, etc., and is in the HCBS-DD/Comprehensive Services program. The maximum request amount will be \$500/fiscal year.
 - **Hopes Goals and Dreams Fund** – Case Managers will need to follow Restricted Funds request guidelines for this fund. Any person who has case management through Foothills Gateway is eligible. The maximum request amount will be \$500/fiscal year.
 - **EI Services Fund** – To be used for therapy that EI does not cover (e.g. infant massage, Hippotherapy, music therapy, etc.). The maximum request amount will be \$500/fiscal year.
 - **Respite Fund** – To be used for respite, and can also be used for camps that are not PASAs.
 - The COO-DCM and/or the Executive Team (if over \$1,000.00), will review the request and determine the amount (if any) to be allocated. This may differ from the amount

being requested. If approved, the completed form will be signed and submitted to the DCM Administrative Assistant who will email the Case Manager letting them know their request has been approved, complete a check request for the amount approved, and submit the originals to the Finance Department along with a copy of the request to the Accounting Manager. If denied, the DCM Administrative Assistant will notify the Case Manager by email. The DCM Administrative Assistant will keep a copy as part of the tracking procedure.

- The DCM Administrative Assistant will create a Purchase Report for all requests purchasing a bus pass. The family/individual must provide their Case Manager with a receipt for the purchased bus pass. The Case Manager will attach the receipt to the Purchase Report, and submit the Purchase Report to the COO-DCM within two weeks after receiving the Purchase Report. The DCM Administrative Assistant will forward the receipt on to Finance.
- A tracking system will be maintained by the DCM Administrative Assistant to include a complete listing of all requests, amount of request, funding source and a final check off will be done when the purchase report is received.
- A copy of the tracking list will be available upon request from the DCM Administrative Assistant to the COO-DCM.

Emergency Supports, Respite/Housing:

Foothills Gateway, Inc. is often contacted about individuals with intellectual/developmental disabilities (IDD) who need emergency services/adult respite. Foothills Gateway may have donated funding available that could be used to help cover the cost of services, housing, and/or staff support for a person needing emergency supports, respite/housing.

In order to receive funding, the person or family member must request, **in writing** (with the assistance of the Case Manager), the emergency supports that are needed. The request will outline the specific services required, the reason for the request, the anticipated cost of the services, the time period services are needed, and the amount (and the source) of funding the family or individual can contribute toward the care. The Case Manager will provide information with the request on the process for requesting longer term funding resources.

Once the request letter is completed, the Case Manager will submit the letter to the COO-DCM for review by the Executive Team.

Emergency Supports and Respite/Housing are not subject to the maximum \$2,000 per fiscal year.

Restricted Funds Requested for Respite Care, Inc.:

- a) The Case Manager can complete the request for respite services based on an “estimated” invoice prior to the service being provided.

- b) The request will be reviewed, and if approved, the DCM Administrative Assistant will communicate the specific amount that is approved to the Case Manager by email.
- c) Upon receipt of the email, the Case Manager shall communicate to the family what has been approved, and make it clear that any charges that the family incurs above the approved amount are the family's responsibility. As a reminder, families should be contributing to the cost of their restricted funds requests if at all possible.
- d) Respite Care, Inc. will issue an "actual" invoice based on services used in the prior month. Once the DCM Administrative Assistant receives the "actual" invoice, the request will then be forwarded on to Finance for payment.
- e) All Case Managers shall email the name and dollar amount of the approved request to both the Financial Coordinator with Respite, Inc. john@respitencareinc.org and the Support Services Case Management Director at Foothills Gateway, Inc. patc@foothillsgateway.org (liaison for all restricted funds requests between Foothills Gateway, Inc. and Respite Care, Inc.).

9/00. 2/19; 4/19; 5/19