

Flexible Funding Program Fairfax Falls-Church CSB

For Fairfax CSB in Health Planning Region II

Update:

October 1, 2018



What we will cover :

- ▶ Program Background
- ▶ Eligibility
- ▶ How to access these funds?
- ▶ Support Coordinator responsibilities
- ▶ Timeframe to receive funds or services
- ▶ Challenges to processing a timely request
- ▶ How to find out updates or status on the Flex Funding request?
- ▶ Points of contact for each CSB



Program Background

As part of Virginia's commitment to ensure the full implementation of the Americans with Disabilities Act (ADA) and the Olmstead decision, the state has launched an intensive community engagement initiative to increase independent integrated community based housing with supportive services in the communities with the largest number of individuals impacted by the Department of Justice's Settlement Agreement.

This initiative is under the Department of Behavioral Health and Developmental Services (DBHDS) Housing and Supportive Services Initiative (HSS). This initiative is designed to increase access and availability of integrated and independent housing.

DBHDS awarded one time funding of over \$660,000 to Health Planning Region II to support at least 100 individuals in their efforts to transition to, or remain in independent housing.

Program Background Continued

- ▶ Flexible Funding is a DBHDS program administered by each CSB in Health Planning Region II. Health Planning Region II consists of these counties in Northern Virginia : Alexandria, Arlington, Loudon, Prince William, Rappahannock-Rapidan, Northwestern and Rappahannock Area.
- ▶ Each CSB has a Program and Fiscal coordinator that is responsible for administering the program for their CSB. This includes communication about the program, training, review and approving requests in accordance with DBHDS requirements, facilitating procurement of goods and services, maintaining records and other related duties.

Eligibility for the Program

- ▶ Individuals with intellectual and/or developmental disabilities who:
 - are age 18 and over
 - are transitioning out of training centers, skilled nursing facilities, intermediate care facilities, congregate residential settings or family homes
- ▶ Who receive Medicaid ID or DD waiver services or who are currently on the Medicaid ID or DD waiver waitlist
- ▶ Have been approved to live in integrated, independent housing (e.g., a dwelling unit that has at least a twelve (12) month lease or other form of occupancy agreement that the individual [or legal representative] signs). Also, no more than three persons with disabilities reside in the unit, and in which the ability to reside in housing is not contingent upon receipt of services.
- ▶ Individuals leaving who move to group homes, sponsored residential placements, assisted living facilities, nursing facilities, intermediate care facilities, adult foster care homes, and board and care residences are not eligible.



How to Access these funds?

- ▶ The assigned Support Coordinator is to complete a **Housing and Supportive Services “Flexible Funding-Request form”**. At present, this form is four pages and can be obtained through the CSB link on the Housing Initiatives intranet page.
- ▶ Fairfax CSB’s required method is via fax to 703.653.9500 with “Flex Funding Request” in the subject line.
- ▶ All correspondence exchanges about the Flex Funds requests will be sent from the designated email at CSBFlexfunding@fairfaxcounty.gov
- ▶ Follow up with the responsible CSB program contact to ensure your request was successfully received and there is no missing information required to move forward with the request.

How to Access these funds continued:

- ▶ The party responsible for sending the request (Support Coordinator in the majority of cases) will receive an acknowledgement and update on the request as it is processed.
- ▶ Fairfax County CSB requires all Flexible Funding requests routed through the assigned Support Coordinator via fax to 703.653.9500 or inquiries to CSBflexfunding@fairfaxcounty.gov. Emails, direct requests and other information sent directly from parents and families is discouraged. There are times where extenuating circumstances may permit this, however the Support Coordinator must be the primary liaison for all communication.



Flexible Funding Categories (what type of funding is available):

There are two types of Flexible Funding Categories

Type 1: Funding available to **OBTAIN housing** such as;

- ✓ Temporary Rental Assistance
- ✓ Transition Supports
- ✓ Non-Reimbursable Environmental Modifications
- ✓ Non-Reimbursable Technology Improvements
- ✓ Temporary Support Staffing
- ✓ Miscellaneous

Flexible Funding Categories (what type of funding is available) continued:

There are two types of Flexible Funding Categories available

Type 2: Funding available to MAINTAIN housing such as;

Emergency Rent Payment and Associated Late Fees

- ✓ Last Resort Utility Assistance
- ✓ Household Management Activities
- ✓ Unit Repairs
- ✓ Temporary Relocation
- ✓ Miscellaneous

Flexible Funds Categories-OBTAIN Housing

TEMPORARY RENTAL ASSISTANCE

Temporary Rental Assistance - This funding category allows the CSB to provide temporary rental assistance (no more than two months rent) to allow for environmental modifications to be made. A copy of an executed lease, a copy of the invoice for environmental modification work and a letter from the Support Coordinator documenting the unique circumstances are required.



Flexible Funds Categories-OBTAIN Housing

TRANSITION 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.)

Lets review the July 2018 Flexible Funds Application

Flexible Funds Categories - OBTAIN housing

TRANSITION SUPPORTS (cont.)

- ▶ These funds may only be accessed when the 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. These efforts must be clearly listed on the Flexible Funds application.

Flexible Funds Categories - OBTAIN housing

TRANSITION SUPPORTS (cont.)

- ▶ For the security deposit, a copy of an executed lease with the security amount requested
- ▶ For utility connection fees and deposits, a copy of the bill from the utility company with the connection fee amount and deposit amount
- ▶ For moving expenses, an invoice from the moving company with all expenses
- ▶ For essential fixture and furniture purchases, a copy of a store receipt which includes the items purchased

Flexible Funds Categories-OBTAIN Housing

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.

Flexible Funds Categories-OBTAIN Housing

Non-Reimbursable Environmental Modifications

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).

A copy of an invoice from an environmental modification contractor and/or a copy of a store receipt including equipment purchased is required.

Flexible Funds Categories-OBTAIN Housing

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).

An invoice from a contractor showing all expenses paid in full or a store receipt showing equipment purchased and installed is needed.

Flexible Funds Categories-OBTAİN Housing

Temporary Support Staffing

This funding category allows the Support Coordinator to request funds to pay for short term, temporary staffing needed to assist an eligible individual with becoming acclimated to their new housing. 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 ID or DD waiver waitlist for transitional services/staffing. All individuals supported under this funding category should have a plan that identifies types of supports, natural and paid, should they require them.

A formal contract signed by all parties and copy of the invoice from the support services provider is needed for documentation.

Flexible Funds Categories-OBTAIN Housing

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.

New Flexible Funding Category added in Spring 2016!

In Spring 2016 DBHDS expanded Flexible Funding categories to help the target population MAINTAIN housing



Flexible Funding to MAINTAIN housing

- ✓ Emergency Rent Payment and Associated Late Fees
- ✓ Last Resort Utility Assistance
- ✓ Household Management Activities
- ✓ Unit Repairs
- ✓ Temporary Relocation
- ✓ Miscellaneous

Flexible Funds Categories-MAINTAIN Housing

Flexible Funding may also be used in multiple ways to support people 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.

The program will consider any situation where Flexible Funds could help the person remove a short-term financial barrier. The person must be an eligible individual who is able to remain in their own housing after receiving the funds. All CSBs are encouraged to email the DBHDS Housing Specialist for written guidance and approval.

Maintaining Housing Continued:

Support Coordinators who request Flexible Funds for Tenant Support shall submit a Flexible Funding application 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.

Flexible Funds Categories-MAINTAIN Housing

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.



Flexible Funds Categories-MAINTAIN Housing

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.



Flexible Funds Categories-MAINTAIN Housing

Household management activities

Flexible Funds may be used to pay for specialized cleaning, chore services, pest extermination and trash removal required for an eligible person 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.



Flexible Funds Categories-MAINTAIN Housing

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.



Flexible Funds Categories-MAINTAIN Housing

Temporary relocation

Flexible Funds may be used to temporarily relocate a person if his/her rental housing unit is damaged, flooded, contaminated by mold or other biohazard, or condemned. They 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.



Flexible Funds Categories-MAINTAIN Housing

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.

How long does it take to get the funds or services after the request is received?

- ▶ The time involved in processing the request varies and depends on: 1) The type of request 2) The quality of the application and supporting documents 3) How many differing parties are being paid and 4) How quickly the Support Coordinator responds to requests for additional information.
- ▶ Requests for services must have an accompanying contract signed by all parties outlining the rate (hourly), type and purpose of service, length of contract, schedule of services (if applicable), names of individuals delivering services and any other required documents the responsible CSB requests.
- ▶ Generally, direct reimbursements to the applying party are the fastest for most CSB's. For example, the applying party has already paid for the goods/services and is asking for reimbursement. They submit receipts, an accurate W9 and any other information requested by the responsible CSB.

Processing Continued:

EXAMPLE 1:

Jane has an ID waiver. On June 1st, she moved into her new apartment. Her parents purchased all of her household furniture and other allowed start up items.

The family spent \$4400.00 on approved items and submitted the Flex Funds application, receipts, W9, Lease, etc. to the CSB contact person for approval.

The request was complete and processed within 3 business days.

Processing Continued:

► EXAMPLE 2:

Jerry is on the ID waiver waitlist. He is moving into his new condo on July 1st. His approved in-home support services do not begin until August 1. The Support Coordinator and Family request \$2000.00 . These funds will be used for (Temporary Support Staffing), a staff person to support John in adjusting to his new setting. Services will include services such as budgeting, grocery shopping, paying his bills, scheduling medical appointments and learning public transportation. This support is only for a 30 day period up to when the in-home services start on August 1st.

Processing Continued:

Partnership with Endependence Center

Fairfax CSB has a contract with ECVN (Endependence Center of Northern Virginia as the fiscal agent).

All approved requests are sent to ECVN. Next ECVN issues the checks for each application and contacts the Support Coordinator and the service recipient to arrange pick up. No checks are mailed at this time.

Challenges to processing requests:

Common challenges to processing requests in a timely manner are:

- ▶ All sections of Flexible Funding or ECT applications form not filled out.
- ▶ Selecting incorrect categories on the application forms.
- ▶ Illegible documents submitted (cannot not read receipts or W9 forms due to them being too light, too dark, blurry, etc.)
- ▶ Wrong social security numbers or wrong legal names on W9 documents
- ▶ Discrepancies in items being requested for approval. For example, ordering a queen sized bed frame with a twin mattress.

Employment and Community Transportation Assistance

SEE SEPARATE PRESENTATION

When will the program end?

The Flexible Funding Program for Health Planning Region II (HPRII) will end when all funds are exhausted.



We are looking forward to receiving your requests!

FAIRFAX CSB

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