

Flex Fund Request Protocol

1. Community Support worker should pursue all other formal public system financial options (i.e. Medicaid, Child Welfare funds, etc.) and any other private or community based resources, including using the *Network of Care* on the **www.durhamsystemofcare.org** and using **www.Durhamfaithweb.org** prior to requesting flex funds.
2. Make sure child/youth is in the CMSED target population.
3. Make sure that child/youth has not received flex funds in the past 12 months.
4. Obtain Flex Fund request and target population form from durhamcenter.org. Complete these forms and fax to the Child Mental Health Specialist at the Durham Center at 560-7250.
5. Child Mental Health Specialist will review the request and confirm with the CS worker that all other community resources have been accessed.
6. If the request is less than \$400 the Child Mental Health Specialist may approve the request with out committee notification.
7. If the request is greater than \$400 the Child Mental Health Specialist will email the Executive Committee of the Community Collaborative for a vote on approving the request. The committee will have 2 business days to respond.
8. Once the request has been approved the Child Mental Health Specialist will submit the request to the Finance director at the Durham Center.
9. CS is then notified when the check is ready for pick up.
10. A summary of Flex funds expenditures will be reviewed by the Executive Committee each month.