

Durham System of Care “Flex Fund” Protocol

Wraparound resources should be identified and utilized to build upon family strengths and address needs. “Flex” Funds are intended to supplement informal/volunteer resources and to improve the family and community’s ability to meet their service needs. Availability of Flex Funds is not an entitlement.

Flex Funds are to be targeted for children and families as determined by the Child and Family Team (CFT) or may be recommended by the care review team, when appropriate;

- Use of Flex Funds should be time-limited and cost-efficient.
- All other sources of available revenues, i.e., Medicaid, Emergency Assistance, community partners, etc. must be ruled out and documented as ruled out, before Flex Funds may be accessed.
- All scholarships and/or sliding fees should be applied for prior to applying for Flex Funds, and the CFT should make every attempt to access no cost informal community supports.
- The need for “Flex” Funds must be specifically documented and submitted in the Person Centered Plan (PCP) and state how the use of Flex Funds is related to the child/family’s service needs and will address the child’s mental health needs.

A Flex Funds request may include the following, as long as the proposed services/goods are directly related to the child’s mental health needs:

- Individual services/goods for the child
- Services/goods for the family or extended family;
- Services/goods to help strengthen the “natural” system of care/ support of a child and their family.
- Some examples of use may include:
 - family support and sustenance which would enable the guardian/family to participate in treatment or improve the support for the youth
 - educational and vocational services not otherwise available or mandated by the local school system
 - medical services not otherwise covered i.e. eating disorder evaluation
 - independent living services/supports
 - interpersonal and recreational skill development
 - additional reinforcers determined by the CFT

Flex Funds proposals are to be submitted to the System of Care Coordinator –

- The Flex Fund request form—must be typed and signed by guardian and CFT designee.
- Submit by fax to 560-7240 or email nkent@durhamcountync.gov
- Summary of the request including how the use of Flex Funds is related to the child/family’s service needs and how it will address the child’s mental health needs as written in the PCP
- Document what other funding sources have been attempted, and any family/community contributions.

The request will be reviewed by the System of Care funding approval team and notification will be sent to the CFT contact within 3 business days.

- Flex Funds are obtained through the Local Management Entity (LME) and provided directly to the Case Manager of the CFT or to the Vendor within 7 business days of the request.
- Checks must be processed by the vendor within 30 days of or risk having the funds be cancelled—checks will not be reissued for late processing.
- Receipts are required for tangible purchases to verify proper expenditure of Flex Funds—in this case an approved amount will be agreed on based on the request and prior to purchase, and reimbursed to the provider agency upon proof of receipts.
- A summary of Flex funds expenditures will be maintained by the System of Care Coordinator, and monitored by the Finance Director of the LME.