

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 persons 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 Director of Resource Coordination and Development, 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
- 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 Management Team.
- In most cases, if an individual is served by a Program Approved Service Agency (PASA) in comprehensive services, the amount given by Foothills Gateway, Inc. must be matched by the PASA. 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 – unless at risk of being homeless.
- d) Utility bills, Past bills

- No one individual/family may access more than \$1,500.00 total per fiscal year. 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 \$1,500.00 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, Management Team will make the final decision in this regard.
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Restricted Funds request that apply *only* to 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 DRCD 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 DRCD 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. kate@respitencareinc.org and the Support Services Case Management Coordinator at Foothills Gateway, Inc. patc@foothillsgateway.org (liaison for all restricted funds requests between Foothills Gateway, Inc. and Respite Care, Inc.).
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- The Director of Resource Coordination and Development, and/or the Management 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 DRCD Administrative Assistant who will 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. The DRCD Administrative Assistant will keep a copy as part of the tracking procedure.
 - The family/individual must provide confirmation to the Case Manager that the purchase has been made. When this documentation is received, the individual’s Case Manager will complete the "Purchase Report" they have been provided, and will submit it to the

Director of Resource Coordination and Development within two weeks after receiving the Purchase Report.

- The Director of Resource Coordination and Development will sign off on the Purchase Report and submit the finalized form to the DRCD Administrative Assistant.
- A tracking system will be maintained by the DRCD 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 DRCD Administrative Assistant to the Director of Resource Coordination and Development.

9/00. . . .10/13; 3/15; 3/16