

# 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 receiving case management through Foothills Gateway.
- Each restricted fund request, including pre-approval requests, must include the following:
  - A restricted funds request form.
  - An invoice showing the vendor, date of service, and dollar amount requested.
  - When purchasing equipment or requesting therapeutic classes, a letter of recommendation from a therapist and/or physician explaining how the item or class is related to the individual's disability and will therapeutically benefit the individual in service.
- If restricted funds are requested to reimburse an individual other than the vendor or service provider, in addition to the above documentation, each request must also include proof of payment identifying who made the payment and the amount of the payment. Proof of payment could be the front and back of a cancelled check or a credit card statement showing the name of person being reimbursed, and the amount of the transaction. For security purposes, everything else on the credit card statement should be obscured. Reimbursement will only be made to the person who made the payment.
- Each request must be reviewed and initialed by the Case Manager's supervisor, and then forwarded to the Case Management Director for approval.
- Preapproved requests can be requested for up to **3 months'** worth of ongoing services.
- Requests will not cross fiscal years.
- All eligible program funding must be exhausted for the item/service requested prior to requesting restricted funds. Waiver services must show that all units available have been used and billed.
- The Case Manager or the individual requesting funding must attempt to access other funding outside Foothills Gateway, Inc. and document these attempts before the request for restricted/donated funds can be submitted. These efforts must be documented on the request form in the space provided.

- If an individual is served by a Program Approved Service Agency (PASA) in HCBS-DD waiver 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.
- No one individual may access more than \$1,000 total per fiscal year, or \$2000 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 will be tracked separately.
- **Items that will not receive funding:**
  - a) Vacations (except for “hopes & dreams”)
  - b) Vehicles
  - c) Mortgage
  - d) Utility bills, past bills
  - e) Equipment or items that would typically be included in a household, i.e., vacuums, lawn mowers, blenders.
- Vehicle repairs, rent and/or security deposits will be determined on an individual basis.
- The Case Management Director will review all requests and determine the amount (if any) to be allocated. The amount allocated may differ from the amount being requested. If the request is approved, the completed form will be signed and submitted to the DCM Office Support Staff VI who will email the Case Manager letting him/her know the request has been approved. The DCM Office Support Staff VI will complete a check request for the amount approved and submit the original plus one copy to the Finance Department. If the request is denied, the DCM Office Support Staff VI will notify the Case Manager by email. The DCM Office Support Staff VI will keep a copy of the request as part of the tracking procedure.
- A tracking system will be maintained by the DCM Office Support Staff VI to include a complete listing of all requests, amount of request, and funding source.
- A copy of the tracking list will be available upon request from the DCM Office Support Staff VI to the Case Management Director.
- **Guardianship** - Prior to requesting restricted funds for guardianship, the person requesting must attend a guardianship class/training that includes a discussion of less restrictive options and alternatives to guardianship. Guardianship Alliance and The Arc of Larimer County provide these trainings. A certificate or letter of completion from the trainer, should be attached to the restricted fund request. The maximum amount funded for Guardianship is \$500.

- **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 hopes, goals and dreams must be mentioned in the Annual SP and noted on the Restricted Funds request form. The maximum request amount will be \$500/fiscal year.
- **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.

Emergency Supports and Respite/Housing are not subject to the maximum \$1000 per fiscal year.

- **Transportation** - For bus pass requests, the DCM Office Support Staff VI will create a Purchase Report and give the Purchase Report to the Case Manager. 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 Case Management Director within two weeks after receiving the Purchase Report. The DCM Office Support Staff VI will forward the receipt to Finance for billing purposes.

9/00..... 2/20; 9/20, 12/20