

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 seeking pre-approval estimated invoice(s) need to be attached to request.

All other documentation, relevant to the request, should be kept by the Case Manager

- 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, W9 form completed for finance and the amount of the transaction.
- Each request must be reviewed and initialed by the Case Manager's supervisor, and then forwarded to the DCM Office Support Staff V who will review and forward to the Case Management Director for approval.
- Requests must document how it is related to the person's disability
- Requests must be pre-approved if requesting Hopes and Dreams, all therapy options or respite. 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. Supervisors should review the tracking report to verify individual/family has not exceeded the limit.
- **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 Comprehensive Case Management Director, or designee, 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 V who will email the Case Manager letting him/her know the request has been approved. The CM will follow the FGI credit card process if the Agency credit card is going to be used to purchase the item. The approved vendor list should be utilized, unless approved by a Director as a special circumstance. The DCM Office Support Staff V 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 V will notify the Case Manager by email. The DCM Office Support Staff V 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 V 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 V 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. The Guardian will provide Case Manager the date class was attended, and the Case Manager will note the date on the request form. 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.
- **Hopes, Goals and Dreams Fund** – Case Managers will need to follow Restricted Funds request guidelines for this fund. All Hopes, Goals and Dream requests must be pre-approved. 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. An individual may only access the Hopes and Dreams fund **one time** while in service. The maximum approval amount will not exceed \$500 per person and \$1,000 for families with multiple eligible family members.
- **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.

9/00.....9/21, 9/22; 1/23