

# FOOTHILLS GATEWAY, INC.

## Restricted/Donated Funds Requests

### PROCEDURE:

- Foothills Gateway, Inc. (FGI) 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. If the item will be ordered by FGI, the item will be tracked to the fiscal year date of service will be the date ordered.

If seeking pre-approval, an estimated invoice(s) needs to be attached to the request. All other documentation, relevant to the request, should be kept by the Case Manager.

- Each request must also include proof of payment, W9 form completed for Finance if FGI is paying by check, 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 the request to the Chief Operating Officer: Case Management or designee for review.
- The individual(s) making this restricted fund request must document how the request is related to the person's disability. If the item requested is approved for funding, the recipient of these restricted funds accepts the funding "as is" and releases Foothills Gateway, Inc. (a nonprofit organization) from any legal responsibility for how the funds are used, including any potential misuse or damages that may occur. The recipient(s) of the restricted funds acknowledges that they understand the risks involved in receiving the funds and agree not to hold Foothills Gateway, Inc. liable for any negative outcomes resulting from the recipient(s) use of the funds.
- Home Mods – In the event FGI pays contractors directly for work done in family homes, such as home modifications or repairs: In advance of payment, FGI will require a current W-9; proof of contractor Worker's Comp coverage (if none, contractor would need to complete a Worker's Comp Waiver form) and include a Certificate of Insurance showing General Liability coverage and have Foothills Gateway, Inc. listed as an Additional Insured for their General Liability coverage

Requests must be pre-approved if requesting **Hopes and Dreams** and **Emergency Respite** funds.

- All requests must be approved by the Chief Operating Officer: Case Management within of the same fiscal year in which they were purchased and no requests for these items or services will be accepted after June 30. The third Friday in July is the last day to submit documentation for payment for the fiscal year that ended June 30th. Requests for funding approval or payment after these dates will not be paid. \*If a credit card payment is made by FGI in July the amount will be considered part of the individual's current FYs allocation for Restricted funds.
- If an eligible program has funding options or the options have been exhausted for the item/service (Home and Community Based Services (HCBS), FSSP and State SLS), restricted funds cannot be accessed. Funds are only available for services/items not funded by the programs.
- The Case Manager or the individual requesting funding must attempt to access other funding external to FGI and document these attempts on the request form before the request for restricted/donated funds can be submitted. The Case Manager must document how this request is the most cost-effective option.
- No one individual may access more than \$1,500 total per fiscal year. Families with multiple eligible family members are limited to a total of \$3000 per fiscal year. 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 prior to submitting the request for consideration.
- **Items that will not receive funding:**
  - a) Vacations (except for "hopes & dreams")
  - b) Vehicle purchases
  - c) Mortgage payments
  - d) Utility bills, past due 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 Chief Operating Officer: Case Management, 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 Restricted Funds Request Outcome form to the Case Manager letting them know whether the request has been approved or denied. The Case Manager 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 an electronic 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. This list can be viewed by any supervisor at J:\Case Management\Restricted Funds Tracking and Quick Tips.
- **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 are two organizations providing these trainings and both recorded trainings or in-person trainings are acceptable. The person applying for guardianship assistance will provide the Case Manager with the date the class was attended, and the Case Manager will note the date on the request form.
- **Therapy Fund (HCBS-DD)** – Case Managers will need to follow all Restricted Funds request guidelines for this fund. Funds are available for any person receiving HCBS-DD who receives case management services through Foothills Gateway and is requesting therapy funding for Massage, Speech, Music, Hippotherapy, or other therapy.
- **Hopes, Goals and Dreams Fund** – Case Managers will need to follow all Restricted Funds request guidelines for this fund. The Hopes, Goals and Dreams fund does not require that the request be disability related. All Hopes, Goals and Dream requests must be pre-approved. Any person who has case management through Foothills Gateway may apply for funding. The Hopes, Goals and Dreams need must be mentioned in the person’s service plan and noted on the Restricted Funds request form. An individual may only access the Hopes and Dreams fund **one time**. The maximum approved amount will not exceed \$500 per person and \$1,000 for families with multiple eligible family members.
- **Emergency Supports, Respite/Housing** - Foothills Gateway may have donated funding available 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 \$1500 per fiscal year.

9/00 ... 9/22; 1/23, 3/24, 7/24; 12/24,7/25, 9/25