

Healthy Transitions Initiative Flex Funds Policy and Request Form

Appropriate use of HTI Flex Funds

- HTI clients including those young people in outreach, are eligible for flex funds, not non-HTI clients
- Funds can only be used to remove a barrier to successfully implement a goal in written treatment/transition/outreach plan
- Primarily a one-time expenditure, not ongoing
- For use when funds from other sources are not available
- Examples of acceptable expenditures: one time deposit and/or first month's rent, deposits on utilities, job-related uniforms or tools, bus passes.
- Examples of unacceptable expenditures: movies or entertainment, court fines.

Process

- Each CMHC has \$1500 in flex funds to use through September 30, 2013
- Each Center makes decisions about use of flex funds within the given guidelines
- Flex funds are reimbursable to Center monthly with 1) **submission of invoice**, 2) **receipt for item or service** 3) **accompanied by this completed form**.

Please complete fully the following information:

Demographics of client: gender ___ age ___ How long a client/in outreach? ___

State specific goal to be addressed by use of flex funds and its effective date

Expenditure item or service: _____

Expenditure amount: _____

Signature & Title of Person Authoring Center Expenditure
