



**Series: Operating Procedures COA: FIN 7.03, 7.04,**

**Procedure Name: Flex Funds**  
**Procedure Number: OP BC 1019**  
**Revision Date: (1) 12/05/2012, (2) 6/26/2017,  
(3) 04/02/2021**  
**Effective Date: 11/03/2009**  
**Applicable to: Brevard C.A.R.E.S. Staff**

Purpose: This operating procedure describes processes regarding the spending flexible funding for families currently open to Brevard C.A.R.E.S. Funds, appropriated for the use by families whom are at risk, are intended to provide assistance to prevent unnecessary entry into the child welfare system.

Procedure: This operating procedure applies to Brevard C.A.R.E.S. staff.

Reference: It is the intent of Brevard C.A.R.E.S. that the funds appropriated for the alternate care of children as described in this section be used to meet the needs of children and families in their own homes. The financial assistance shall be used as a means of preventing the family from entering the child welfare system.

Eligibility Criteria:

- a. Use of these funds are restricted to families whom are actively receiving services through Brevard C.A.R.E.S.;
- b. The Coordinator must identify the financial needs of the family and must verify that the family will not be serviced by other means. The Coordinator must have exhausted all available community and in kind resources. Flex funds should be considered at the Family Team Conference with alternative options considered. Flex funds are a one time assistance and tied to a clinical basic need of a family. Flex funds can assist with the removal of a barrier to achieve a goal for the family. This resource is meant to address the necessities of life; rather than what is merely "desirable."
- c. Brevard C.A.R.E.S. has the obligation to be a good manager of the agency's resources including the purchase of goods or services from other providers. Common sense must prevail in making decisions about the potential effectiveness or efficiency of acquisitions forecasted to prevent the family from entering the child welfare system and to keep the child safely at home.
- d. The Coordinator must provide the following demographic information: parent/guardian name, social security number, date of birth, address, children's name, social security number and date of birth. The Coordinator must also present information on the family's current situation, identify what resources have been explored thus far and list any other relevant information and specific support requested (i.e. rent payment, electric bill etc.)
- e. The original bill must be secured by the Coordinator and submitted in person to the Brevard C.A.R.E.S. Program Manager or designee in order for the request to be processed. Failure to submit the original bill will result in the withdrawal of the request for flexible support services.

- f. The Brevard C.A.R.E.S. Director of Operations or designee will review the request with the Coordinator, verify eligibility and provide signatory authority.
- g. The Coordinator must indicate at the time of the request whether or not the check will be picked up or mailed. The contact person, phone number and address of attending party must be included with request.
- h. The request will be routed to Brevard Family Partnership Finance office for processing.
- i. Each family may only be considered one time per fiscal year.
- j. Family eligibility is determined on a case by case basis and failure to demonstrate sustainability may result in denial of funds.
- k. This assistance is subject to the availability of funds.

Service eligibility: The purpose of this funding is to meet the unique and individualized needs of the families being served. There must be a clear connection between the service and/or product delivered to meet the needs of the child and the prevention of the family from entering the child welfare system. The intervention proposed must be goal oriented and time limited. If the service provision is going to require a long term investment, then, eventually, more traditional sources of intervention must be engaged, and this flexible funding source would not be appropriate. Brevard C.A.R.E.S. staff is not restricted to a certain prescribed list of goods and services. Brevard C.A.R.E.S. has the flexibility to move into a more comprehensive domain of helping with food, clothing, shelter and other basic necessities. The purchase of such commodities and provisions must be justified by virtue of the family being deemed ineligible from other resources and/or on a waiting list for other resources that are accessible at time of request. While Brevard C.A.R.E.S. has not been prescribed a restrictive list of goods and services, the funds must not be used to acquire goods and services that are illegal or in violation of other policies of Brevard C.A.R.E.S.

Funding Limitations: For individuals, the primary focus is on meeting the most critical needs of the family and children in the home and the cost of the purchase will prevent the family from entering the child welfare system.

Decision Making: Brevard C.A.R.E.S. has discretion in its decision making ability in regard to how and under what circumstances these flexible funds can be spent. Brevard C.A.R.E.S. exercises fair and rational decisions about spending. The spirit of this operating procedure is that these decisions are best left to the staff close to the service delivery level.

Notification: Brevard C.A.R.E.S. Coordinator will notify the family when all requested documentation has been received and the Request for Brevard C.A.R.E.S. Flexible Support Services has been submitted to financing for processing.

Dispute Resolution: Should there be any disagreement related to the use of these funds, the manner in which these disputes are to be resolved is outlined below. All such disputes are to be resolved the same day they arise or as soon as possible. If agreement cannot be reached between the assigned Coordinator and Brevard C.A.R.E.S. Program Manager, the Brevard C.A.R.E.S. Executive Director will hold a joint consultation, if necessary, between the parties. If there is still disagreement, then the issue will be resolved with the Brevard C.A.R.E.S. Executive Director and the Brevard Family Partnership Chief Executive Officer or appointed designee. The persons designated to resolve these disputes shall meet and/or initiate discussion as soon as necessary practicable to resolve the dispute within three business days.

BY DIRECTION OF THE EXECUTIVE  
DIRECTOR:



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KATHRYN PARKER  
Executive Director  
Brevard C.A.R.E.S., Inc.

APPROVAL DATE: 04/02/2021