

PCAP Flex Fund Protocol

The purpose of the PCAP flex fund is to provide for client incentives and needs. The flex fund is \$50 per client per fiscal year (e.g., July 1, 2018– June 30, 2019).

Flex funds can be spent down as needed per client each fiscal year. If there are unspent funds for a client during the fiscal year, the unspent amount may be spent on another client whose needs exceed \$50. For example, if only \$20 is spent on Client A during the fiscal year, the remaining \$30 may be spent on Client B in addition to Client B's \$50, as long as it is spent before the end of that fiscal year.

Unspent flex fund money may not be rolled over to be spent in the next fiscal year.

If the client's need or incentive is unusual or expensive, the case manager and supervisor should discuss the rationale prior to the purchase and should agree that it is a reasonable expense. If a client's \$50 is used and the case manager believes there is a good reason to spend more than that during the fiscal year, she may ask her supervisor to approve more flex fund money for that client from other clients' unspent funds. The request must be made and approved prior to spending additional flex fund money.

Suggestions for Flex Fund Records Management (these may be superseded by host agency policy).

Case Managers:

- Options for utilizing client flex funds may include using petty cash, gift cards, or personal funds (that will be reimbursed). All options are allowable only as per agency policy and protocol.
- Record PCAP flex fund expenditures in a 3-ring binder organized by fiscal year (e.g., July 1, 2018– June 30, 2019).
- The 3-ring binder should have an individual flex fund page for each client, by client ID number. Record every expenditure (date, item, and cost) for each client. Keep all receipts. Attach the receipt to a flex fund/petty cash voucher, and turn in to the supervisor monthly for reimbursement.

Supervisors:

- In the interest of client confidentiality, always store the flex fund binder in a locked file cabinet.
- Write reimbursement checks as soon as possible to reimburse case managers for client expenses.
- Review the flex fund binder periodically to check for accuracy. Keep a “cushion” page in the flex fund binder to keep track of unspent monies for clients during the fiscal year so you'll know how much money is available for additional flex funds for individual clients.

See next page for Flex Fund FAQs.

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Flex Fund FAQs

Question: The flex fund fiscal year used to start on a client's enrollment date. Now, for flex funds, is every client's start date July 1?

Answer: Yes.

Question: If a client is enrolled on June 20th, would her flex fund for the year end in 10 days?

Answer: Yes, and the clients' flex funds would renew for the next year on July 1st.

Question: What if a client is in her third year, we've used up her flex funds prior to her exit date, and she has needs we would like to spend funds on?

Answer: You may use unused flex funds from one client to another.

(Note: The \$20 exit interview subject reimbursement money is separate from flex funds.)

Question: What happens to a client's flex fund allotment if she is unenrolled?

Answer: If a client is unenrolled, you may use the remaining flex funds for other clients.

Question: How much should a site request from DBHR each month for flex funds?

Answer: On your A-19 you should ask for what you need for each client each month. Funds should be available regardless of when you ask for it. If you need to transfer the funds to other clients, DBHR does not need to be notified; that is a bookkeeping matter at your agency. DBHR only sees the amount you request on your A-19.

Question: What about transfer clients? Does their remaining flex fund allotment transfer to the new PCAP site with them?

Answer: Flex funds are based on the number of clients you serve, regardless of where they were enrolled. Document carefully on which clients the flex funds are being used (for audit purposes). The average will still be \$50 per person per fiscal year. The transferring client's flex fund page should be sent to the PCAP site that receives the transfer.to.

Question: We have under-utilized our flex funds. May we spend over \$50 on current clients using the surplus we have?

Answer: Yes, however it's not recommended to over-spend without valid reasons. You should try to spend flex funds in a balanced way among all clients over the three years. It's not advisable to rush to spend unspent funds on some clients at the end of a fiscal year.

Question: Are we allowed to use flex funds for clients who are past their exit date and we're tracing for the exit interview?

Answer: No, no money should be spent on past-exit clients. Exception: DBHR Authorized Extension clients.