

Imagine!
Emergency Fund Procedures
Revised and effective September 1, 2009

Emergency monies are funded with Boulder County mil levy dollars and are intended to meet emergency needs for individuals receiving services through Imagine! and residing in Boulder County. The overall amount of funds available on an annual basis is based on Imagine! budgetary priorities and determined by the Chief Executive Officer and Chief Financial Officer in conjunction with Imagine! budgetary needs. Available funds may vary from year to year depending on these priorities as well as monies made available through the mil levy. The existence of the emergency fund does not constitute an entitlement to funds.

Purpose of the Emergency Fund

The emergency fund is intended to assist in the event of an emergent or crisis situation when no other funding source is available. Emergent or crisis situations are unexpected events that have a significant impact on the person's health, safety or welfare or may pose a threat to the health, safety or welfare of the individual if assistance is not available. The fund is intended to address one time emergency needs and is not intended to be ongoing financial support for an individual.

Who is Eligible to Apply for Emergency Funds

The emergency fund is available to individuals who live in Boulder County and who have been determined eligible for services through the developmental disabilities services system. The emergency funds are not to be requested for non-eligible family members, unless the emergent or crisis situation affects both the eligible individual and family members.

How Emergency Funds Can Be Used

Funds may be requested on behalf of an eligible individual and may extend to the individual's family if both the eligible individual and family are affected by the emergent or crisis situation.

Emergency funds may be requested to address the following:

- Medical crisis or averting a medical crisis when Medicaid or Medicare funds or third party insurance is not available to pay for the medical services. This may also include the cost of medications if no other benefits are available.
- Need for supervision to ensure the health and safety of the individual. This includes emergency respite when the individual's primary caregiver is not available or when respite may be needed to avert an emergency situation.
- Housing/shelter if the individual is at risk of losing their current living situation or to provide housing/shelter on a short term basis when the individual does not have housing. This may also include the cost of utilities (excluding cable and cell phone service). Housing deposits and moving costs may also be included if the criteria for emergent or crisis situation is met, no alternatives are available and when there is not a residential provider organization providing care to the individual.
- Food/clothing may be paid for in situations when the person's health may be at risk and when there is not a residential provider organization providing care to the individual.
- Behavioral interventions when the individual's behavior poses an immediate threat to self or others and no other funding is available to address this need.
- Funds may be requested for other situations when it can be shown that funding will avert a crisis for the individual or the individual and their family. This includes situations that may affect the individual's ability to continue living with his/her family and avert potential out of home emergency placements.

Imagine!
Emergency Fund Procedures
Revised and effective September 1, 2009

Applying for Emergency Funds

Requests for emergency funds are to be made to the individual's Imagine! Case Manager/Service Coordinator. The Case Manager/Service Coordinator will forward the request, in writing, to the Imagine! Director of Case Management. The request should include, at a minimum:

- the individual's name
- the nature of the emergent or crisis situation
- who will benefit from the use of the emergency funds (include individual, any family members or housemates, etc.)
- the amount of requested funds
- how the funds will be utilized
- the expected outcome once the emergency funds have been expended
- other funding that has been applied for or considered to address the emergency or crisis situation

Allocation of Emergency Funds

Allocation of emergency funds is on a first come, first served basis. A request does not guarantee that funds will be made available and is subject to available funds.

When a request for funds has been submitted, the Imagine! Director of Case Management will review the current and any former requests that have been granted to the same individual/family. The request will be reviewed to ensure that criteria have been met. Further information may be requested from the Case Manager/Service Coordinator or the Interdisciplinary Team to ensure that no other means is available to address the emergent or crisis situation. If the request is consistent with former requests, the Case Manager/Service Coordinator will be directed to investigate other funding options to meet the ongoing needs of the individual/family.

If it has been determined that criteria have been met, the Imagine! Director of Case Management will submit a request for funds to the Imagine! Business Office for processing. Fund availability will be contingent on timelines for processing requests through the Business Office.

Documentation to support how funds were used is required within sixty days of the distribution of the funds. Documentation may include detailed receipts and/or written notes describing how funds were used. Supporting documents will be maintained with fund request documents by the Imagine! Director of Case Management.

A log of emergency requests will be maintained to include:

- the individual's name
- the nature of the request
- the amount requested
- the amount granted
- the amount denied, if applicable
- the reason for denial, if applicable

If a request has been denied, the Case Manager/Service Coordinator will notify the individual/family or provider in writing to include the reason for the denial and alternative resources, if available.

Imagine!
Emergency Fund Procedures

Revised and effective September 1, 2009

The emergency fund log will be submitted to and reviewed quarterly by Imagine!'s Chief Executive Officer and Chief Financial Officer.