

Region 7E Flex Fund Request Form

Date: _____ Consumer's Name: _____

Phone: _____ Amount of Request: _____

Requested for the Purpose of: _____

Have You Exhausted Other Funds, Please List: _____

Plans to Avoid This Emergency in the Future: _____

Make Check Out to: _____

Address: _____

Requested payment date: _____ Completed W-9 attached: Yes No

Requested By (county case manager): _____

County: _____

Email/Phone: _____

Approved by: _____

Title: _____

Exceeds \$1,000 Majority Approval: <input type="checkbox"/> Chisago <input type="checkbox"/> Mille Lacs <input type="checkbox"/> Isanti <input type="checkbox"/> Pine <input type="checkbox"/> Kanabec <input type="checkbox"/> Consumer Rep
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Transportation (BRASS 416): Travel (escorted or unescorted) to and from sites such as employment, stores, services, and medical and non-medical appointments to maintain or assist in recovery. Examples include transit cards, mileage reimbursement, and taxis.

Emergency Crisis Flex Funds (BRASS 418): Non-housing related goods or services purchased on behalf of a client to meet basic physical or medical needs. Examples include medications, clothing, technology, and food.

Housing Rent/Deposit (BRASS 443): Direct payments for rent, utility costs, deposits on housing and utilities; household furnishings and supplies; or storage and moving costs.

PROCESS:

- 1) When a request is \$1,000 or less, the requesting County shall send the completed Region 7E Flex Funds Request Form to Region 7E Planner.
- 2) When a request exceeds \$1,000, the requesting County shall send an email to the Region 7E Planner to add the request to the next R7E AMHI Governing Board meeting agenda for vote with the completed Region 7E Flex Funds Request form. If Board approval is received, the request will be processed. If Board approval is not received, the unfunded request will be saved and documented.
- 3) Send **ALL** requests (**via encrypted email**) to Region 7E Planner, Amanda Stevenson.
 - a. Email: Amanda.stevenson@co.isanti.mn.us Phone: 763-688-2511
 - b. List **R7E AMHI Flex Request** in the email subject line
 - c. CC: Linda Hurlley- Linda@linwoodgroupmeetings.com