

Region 7E AMHI Laundry Card Program

Laundry Request Checklist (BRASS 418)

Step 1 – Verify Eligibility

The person served is receiving Adult Mental Health Targeted Case Management (AMH-TCM) in Region 7E and is eligible as a person with a Serious and Persistent Mental Illness (SPMI).

OR

The person served has documentation from a mental health professional demonstrating SPMI eligibility within the last three (3) years. (Documentation example: [DHS Adult Diagnostic Verification Form](#))

Step 2 – Complete the Regional Flex Fund Request

[Regional Flex Fund Request Form](#) is complete, including the purpose and the amount to be added.

BRASS 418 Emergency Client Flex Fund is selected.

Step 3 – Supervisor Approval

County supervisor has signed and dated the Regional Flex Fund Request Form.

Step 4 – Complete the Laundry Card Receipt Form

The unique card number given to the person served has been added.

Person served and county staff have signed.

Step 5 – Submit to Region 7E

Email the following to the Region 7E Planner:

1. Approved Regional Flex Fund Request Form
2. Signed Laundry Card Receipt Form

What Happens Next?

- The Region 7E Planner will review the request for completeness.
- Once complete, the Region 7E Planner will coordinate with Maytag to add the approved funds to the laundry card.
- Funds will be added within **one (1) business day**, or as soon as possible.
- The Region 7E Planner will provide email notification once funds have been added.