SPA 3 Coordinated Entry System (CES) Flex Fund

Policies and Procedures

Policies

1. Agency making the request must be participating in the SPA 3 CES program by either having signed the participatory agreement or having an MOU in place. Agencies making a first time request must also submit a W-9 form with the request.
2. In order for a client to be eligible for flex fund assistance, they must have completed a VI-SPDAT and meet the definition of chronically homeless.
3. Participating agencies may be directly reimbursed for costs for identification documents (ID or Birth Certificate) up to $50.00 per client by using the SPA 3 Flex Fund Reimbursement Request Form with all receipts attached.
4. Any amount over $50.00 and for all other expenses, aside from identification documents, will need to be requested using the SPA 3 Flex Fund Check Request Form.
5. Other applicable resources must be exhausted/applied for before requesting flex funds so as to maximize the amount of funding available to participants.
6. Flex funds are designated for the specific purpose of expenses related to housing navigation and move in assistance and are subject to approval by CES coordinator.  Examples of eligible expenses include but are not limited to: move in assistance, utility deposits, furniture, fees owed to a housing authority from a previous tenancy, and identification documents. Please note that payment toward requests are not guaranteed and will be processed based on availability of funds.

Procedures

1. All requests, and back-up documentation (receipts, invoices, security deposit and first months rent form, ect.), must be sent via email SPA 3 coordinator for approval. Approved requests will be submitted to the Union Station Homeless Services Business Department for processing. All requests for security deposits and first months rent must include the security deposit form filled out in full by landlord or manager of unit client is moving into.
2. Reimbursement requests must be compiled monthly and submitted along with corresponding receipts no later than the 10th calendar day of the month following the month the expense was incurred.
3. Flex Fund Check Requests must include “back-up” documentation (i.e. invoice, W9, security deposit and first months rent form – which can be used in lieu of a lease and is posted among the request documents on the SPA 3 CES weebly page).
4. All reasonable efforts will be made to process approved Flex Fund Check Requests within one week.
5. With prior signatory approval from USHS SPA 3 CES Coordinator, partner agencies may utilize their own agency funds for a non-identification document related expense and be reimbursed by Union Station Homeless Services (USHS). The process for this is as follows: Partner agency will submit a Flex Fund Check Request Form for approval prior to incurring the expense. Fund Reimbursement should be requested using the Flex Fund Reimbursement Request Form. Under Special Instructions please indicate: “Request for Advanced Purchase and Reimbursement.” If the expense is approved, the partner agency may then add this expense to the Flex Fund Reimbursement Request Form and submit the form along with the expense receipt.
6. USHS reserves the right to modify these policies and procedures as necessary.

Email requests to: [svondeffner@unionstationhs.org](mailto:svondeffner@unionstationhs.org) cc: [rizell@unionstationhs.org](mailto:rizell@unionstationhs.org)