

i 	Policy Title: FIS Incidental Expense Funds	
	Date Issued: 02/07/2012	Revised Date: 12/21/2012
	CEO Approval: _____ 	

POLICY:

It is the policy of CFCHS to ensure fiscal responsible management of the limited discretionary funds for families receiving FIS services.

RELATED POLICIES: NONE

REFERENCES:

Florida Guidelines for Family Intervention Specialist
 FIS Exhibit in the Network Subcontracts

PROCEDURES:

1. Use of funds must be approved on a case-by-case basis and documented in the clinical record using the Incidental Contingency Fund Request Form. Forms must contain the following elements:
 - a. Name of the FIS accessing funds
 - b. Funds spent on behalf of (client name)
 - c. Referral type (protective investigation/supervision)
 - d. Date of request
 - e. Description of Goods/Services requested
 - f. How the purchase is related directly to the FIS intervention plan
 - g. Goal/Reason for purchase amount requested
 - h. FIS and approving authority signature with date

2. The use of funds include but are not limited to:
 - a. Transportation
 - b. Childcare
 - c. Housing assistance
 - d. Clothing
 - e. Educational/Vocational Assistance
 - f. Toxicology Screens under limited circumstances as identified in the FIS Exhibit of Network Subcontracts

3. Criteria for use of the incidental/contingency funds, procedures for accessing them, and the accounting for expenditures will be developed cooperatively between the provider, the FIS, and the CFCHS Contract Manager.

4. Each month, the provider shall submit a report to the department's contract manager, which details

year-to-date expenditures and the balance of the FIS incidental/contingency funds, along with the corresponding incidental/contingency fund request form(s).

5. Invoicing is done on a monthly basis using the Incidental Expense Cost Center.