



Flexible Funding 2.0: New Program Guidelines for 2022 & Beyond

Office of Community Housing, DBHDS
January 2022

Flexible Funding Administrators

- Region 1: Region Ten CSB
- Region 2: Fairfax-Falls Church CSB
- Region 3: New River Valley Community Services
- Region 4: Henrico Mental Health & Developmental Services
- Region 5:
 - Hampton-Newport News CSB
 - Norfolk CSB

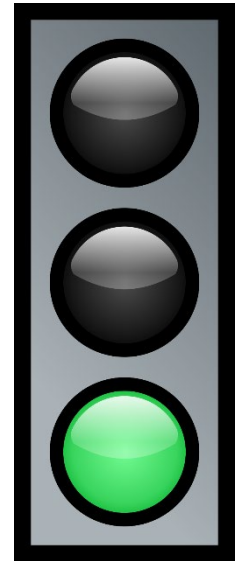
Who Is Eligible?

- Eligible applicants must:
 - be age 18 or older
 - have a developmental disability
 - be either
 - transitioning from a nursing facility, ICF, training center, group home or other congregate setting and qualify for a DD waiver **OR**
 - receiving DD waiver services (BI, FIS or CL) **OR**
 - on the DD waiver waitlist
 - meet the criteria for an eligible family (household composition cannot include parents, grandparents or guardians)



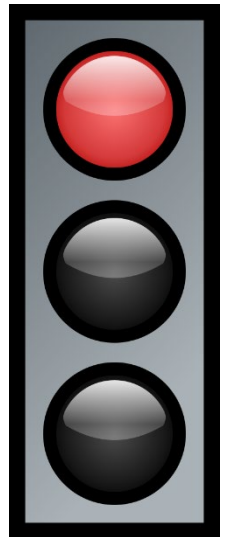
Permitted Housing Settings

- Eligible applicants must be transitioning to or living in a **“permitted housing setting”**
 - a legal dwelling unit that is integrated into the community (surrounded by units that house people with and without disabilities)
 - examples:
 - unit in a multifamily apartment building
 - single family home
 - mobile or manufactured home in a fixed location on a permanent chassis
 - permitted accessory dwelling unit
 - legal dwelling unit owned, but not occupied by family
 - shared housing (e.g., separate lease for a private bedroom & shared kitchen, bathroom, living/dining area)



Prohibited Settings

- **Prohibited Settings** are residences that are not legal dwelling units and/or not located in integrated settings:
 - nursing home, board and care home, or facility providing psychiatric, medical or nursing services
 - college or dormitory unit
 - unit on the grounds of an institution (penal, medical, psychiatric, etc.)
 - unit in a facility or property that charges a daily or weekly occupancy fee
 - unpermitted accessory dwelling unit
 - licensed residential setting (e.g., group home, ALF, residential treatment program)
 - non residential setting (shelter, hotel, hostel, timeshare)
 - owner occupied unit
 - unit with a licensed service provider serving as co-signer/guarantor
 - camper or recreational vehicle



Eligible Uses for Funding Option #1:

Support to Obtain Housing

- Goal: support eligible applicant to make the initial transition from a less integrated, independent setting to a home he or she owns or leases
- Funding limit: up to \$5,000 based on justification of need
- Initial transition means:
 - Eligible individual is moving to a permitted housing setting with a deed or lease in his/her own name for the first time OR
 - Eligible individual has not lived in housing he or she rented/owned for at least 24 consecutive months prior to the Flexible Funding application date
- Applicants who expend less than \$5,000 on their initial transition **CANNOT**
 - request the balance for another housing transition
 - apply the remaining balance to Funding Option #2



Funding Option #1: Eligible Expenditure Categories

- Temporary rental assistance
 - up to two months' rent to secure a unit and have environmental modifications completed OR
 - first month's rent to a private owner if rent subsidy cannot be paid at the time of lease signing
- Initial housing transition services and supports (IHTSS)
 - security deposits
 - utility connection fees and deposits
 - rent arrearages
 - moving expenses (a mover must be licensed & insured)
 - temporary hotel stay for individuals who would be homeless
 - essential furniture and household supplies
 - community housing guide (not covered by Medicaid Waiver)
 - shared living start-up services
- Environmental modifications not covered by Medicaid Waiver
- Assistive technology improvements not covered by Medicaid Waiver
- Miscellaneous assistance to obtain housing



Funding Option #1: Furniture & Household Supplies

Flexible Funding can cover up to \$2,000 of furniture and household supplies essential to use & occupancy of housing

- One bed for the eligible individual (including mattress, box spring and frame)
- One set of bed linens for the eligible individual (including blanket/comforter, sheets, pillowcases, and mattress protector)
- One towel set for the eligible individual
- One bed for a live-in aide (including mattress, box spring and frame)
- One set of bed linens for a live-in aide (including blanket/comforter, sheets, pillowcases, and mattress protector)
- One towel set for a live-in aide
- One dining table and chair set
- One dresser for the eligible individual
- One dresser for a live-in aide
- One sofa or living room chair
- One set of plates
- One set of silverware
- One set of glassware
- One saute pot
- One frying pan
- One lamp in every room without overhead lighting
- One area rug in any room where required by the lease
- One mop
- One broom
- One dustpan
- One toilet brush
- One vacuum cleaner



Funding Option #1: Ineligible Expenses

- Expenses paid by a third party such as an insurance provider, a vendor gift card or certificate, or another program that provides financial assistance
- Ineligible furniture and household supplies (FHH)
 - items not deemed “essential”
 - receipts for FHH dated more than 60 days prior to the applicant’s deed or lease start date
 - FHH provided by family members, relatives and friends
 - FHH receipts that contain unidentified items or items unrelated to the request
- Payment of last month’s rent up front
- Payment for appliances and fixtures that owners traditionally supply
- Payment of IHTSS goods and services for household members other than the applicant and/or live-in aide



Eligible Uses for Funding Option #2:

Support to Maintain Housing

- Goal: to support eligible applicants who have transitioned to homes of their own and experienced temporary financial setbacks that place them at risk of eviction or placement in a less integrated setting
- Funding limit: up to \$5,000 based on justification of need
- Some eligible expenditure categories have specific limits
- Applicants who live in permitted housing settings can submit multiple requests under Funding Option #2 over time
- Cumulative total approved expenses cannot exceed \$5,000 per person
- Applicants must submit a Housing Stability Plan with their Flexible Funding application



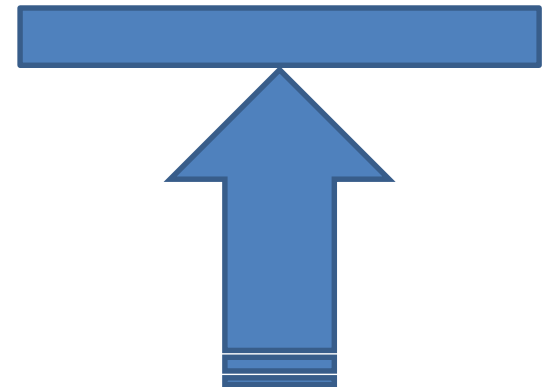
Funding Option #2: Eligible Expenditure Categories

- Emergency rent payment & associated late fees
- Last resort utility assistance
- Housekeeping activities
- Unit repairs
- Temporary relocation if unit is not habitable
- Temporary hotel stay prior to being re-housed
- Subsequent housing transition services & supports (SHTSS)
 - security deposits
 - utility connection fees & deposits
 - rent arrearages
 - moving expenses
 - community housing guide
- Miscellaneous assistance to maintain housing

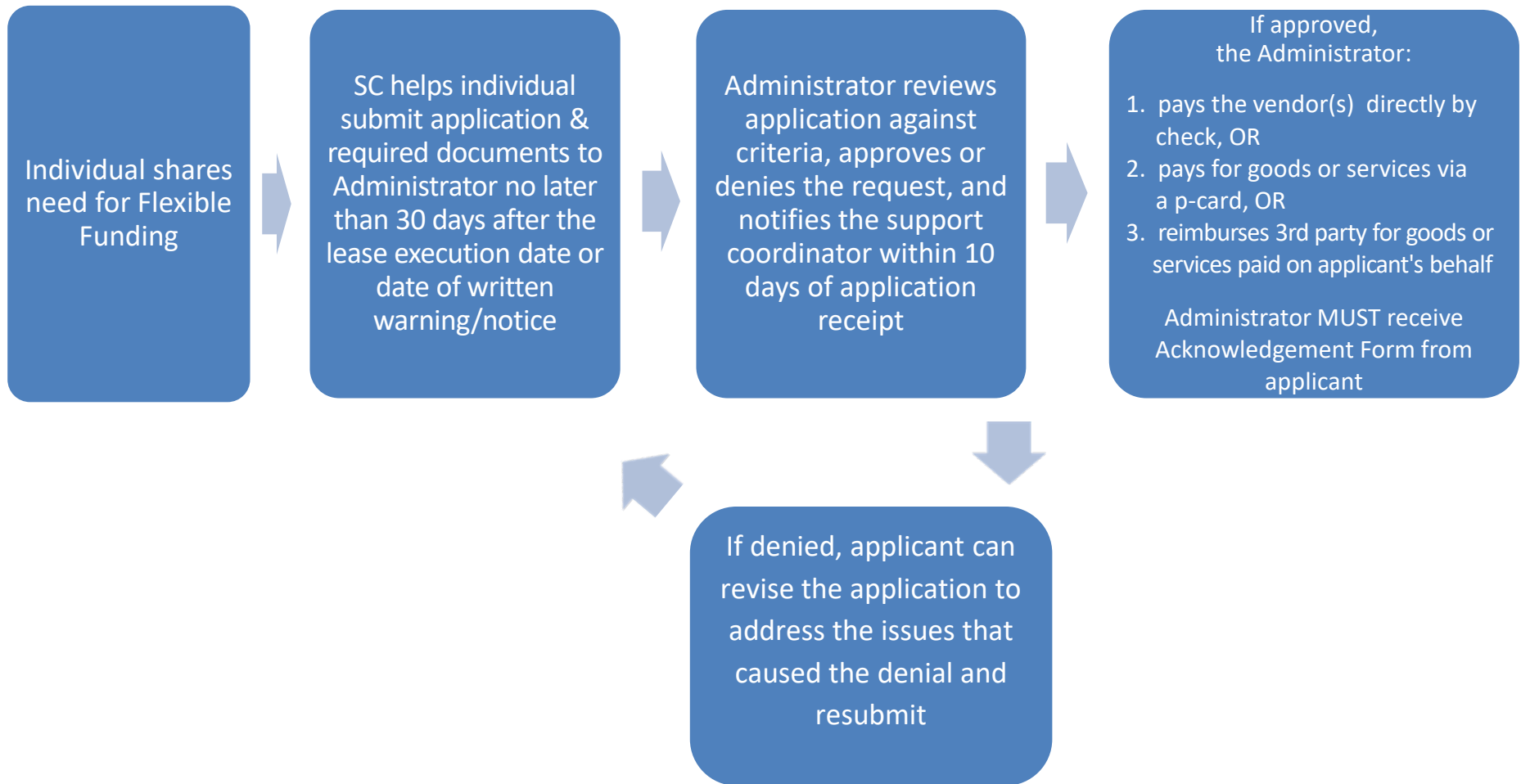


Expenditure Limits

- \$5000, one-time cap for Funding Option #1
- \$5,000 cumulative cap for Funding Option #2
- Flexible Funding Administrator can petition DBHDS in writing for an exception to these caps
 - summarize proposed use of funds
 - explain how funds will remove a barrier to preventing the applicant from transitioning to or maintaining integrated, independent housing



Flexible Funding Process



Application Deadline: Funding Option #1

- Submit Funding Option #1 applications no later than 30 days after the lease begins
 - If Flexible Funding Administrator purchases approved goods and services, submit the Acknowledgement of Goods or Services Received and supporting documentation within 5 days of receiving goods/services
 - If requesting 3rd party reimbursement, submit a reimbursement request with **itemized receipts** no later than 30 days after the applicant's lease begins
 - attach the Acknowledgement of Goods or Services Received
 - requests submitted after the deadline will not be processed



Application Deadlines: Funding Option #2

- Submit Funding Option #2 applications no later than 30 days after receiving a written warning or violation notice **OR** after the lease begins, as applicable
 - If Flexible Funding Administrator purchases approved goods and services, submit the Acknowledgement of Goods or Services Received and supporting documentation within 5 days of receiving goods/services
 - If requesting 3rd party reimbursement, submit a reimbursement request with **itemized** receipts no later than 30 days after the applicant's lease begins or the applicant receives a written warning or lease violation notice, as applicable
 - attach the Acknowledgement of Goods or Services Received
 - requests submitted after the deadline will not be processed

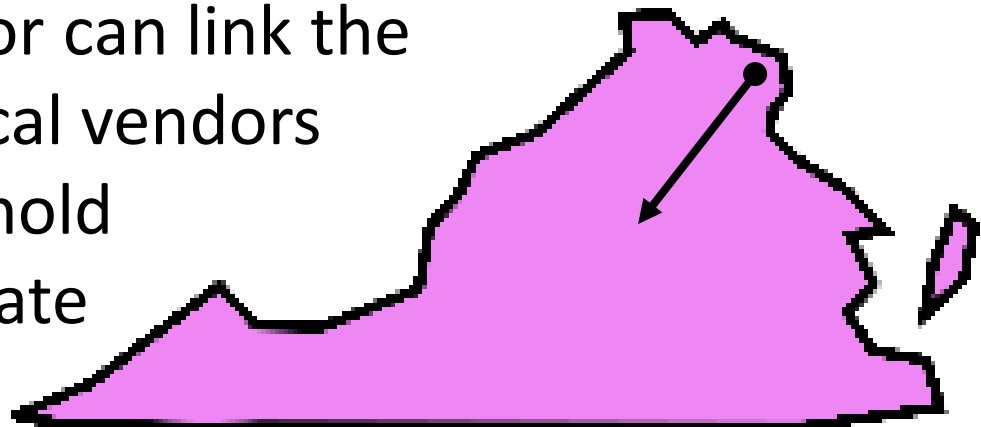


Rules for Receipts

- Applicant requesting reimbursement for goods or services must submit itemized receipts
 - receipt must contain ONLY goods or services requested for Flexible Funding reimbursement: receipts that include other items or contain general references to items purchased will be rejected (e.g., “merchandise” or “housewares” vs “silverware set”)
 - store receipts must include the vendor’s name, address, phone number and date purchase was made
 - credit card statements are NOT itemized receipts
- Receipts for goods or services purchased from thrift stores
 - receipt must state the name of the store and the date of purchase
 - if the store cannot itemize the receipt, the applicant is permitted to hand write the items purchased next to the corresponding charges
- Receipts for goods or services purchased from individuals
 - receipt must state the prior owner’s full name, the date of purchase, the item purchased, the corresponding charge, must be marked “PAID” and must have the prior owner’s signature
- See Guidelines for acceptable documentation for other types of expenditures (e.g., application fees, security deposits, utility connection fees, etc.)

Moving Between Regions

- If applicant lives in “Region A” and moves to “Region B,” submit the application for Flexible Funding to the Region B Flexible Funding Administrator
- If applicant previously accessed Flexible Funding from another CSB, the Administrator will obtain an information release to verify the total amount of Flexible Funding the other CSB disbursed
- The Region B Administrator can link the support coordinator to local vendors (e.g., for furniture, household supplies, etc.) as appropriate



Criteria for Approving Funding Requests

- Individual must be an “eligible applicant” (SC must attach a screenshot of applicant’s waiver status in WaMS to the application)
- Application must be submitted by the applicable deadline
- Applicants requesting assistance under Option #1 must be making an **initial transition** to a permitted housing assistance
- Applicants requesting assistance under Option #2 must live in a permitted housing setting and must not be moving to a prohibited setting
- Applicants must provide a “welcome letter” from the property or the executed lease to verify the setting is permitted
- Applicants who request a portion of the first month’s rent not covered by rent assistance must submit a pro-rata breakdown from the subsidy or housing provider



Criteria Used to Approve Funding Requests

- Requested goods and/or services must fall within allowable expenditure categories for Funding Option #1 or Funding Option #2
- The application documents the applicant's "need" for the goods and/or services to obtain and/or maintain independent housing.
 - applicant could not move into or maintain occupancy of the unit without the good or service
 - the good or service is essential to the applicant's health and safety in the home
 - the household item or service is essential for the applicant's lease compliance
 - the good or service is essential to the applicant's functional use of housing
- Attach required documentation for the expense category to the application
- For requests to reimburse a 3rd party, submit a Reimbursement Request & an Acknowledgement of Goods or Services Received
- Include a Housing Stability Plan for Funding Option #2 applications
- A request must not exceed the \$5K one-time cap for Funding Option #1 or \$5K cumulative cap for Funding Option #2



Reasonable Accommodation Requests

- Applicants may request a reasonable accommodation from the Flexible Funding Administrator if, due to disability, they require a change to Flexible Funding requirements to access and use the program
- Applicants or their designated representative must submit a written request that responds to the following questions:
 - what is the applicant's and/or designated representative's first and last name, address, phone number and email?
 - what Flexible Funding requirement needs to be changed so the applicant can access and use the Flexible Funding program?
 - how does the requirement need to change?
 - why is this change needed?
- Applicants must submit documentation from a qualified health professional that verifies:
 - the existence of a disability,
 - the need for the requested accommodation, and
 - what the accommodation will accomplish
- The Flexible Funding Administrator will issue a written response to the applicant and/or designated representative within 10 business days



Appeal Process

- Applicants can appeal a denial of assistance for:
 - funding request calculation errors
 - inaccurate application of the “justification of need” criteria
- The following decisions cannot be appealed:
 - applicant does not meet eligibility criteria
 - housing setting is prohibited
 - request does not fall within an eligible use or an allowable expenditure category
 - request exceeds the maximum allowable caps for Funding Options #1 and/or #2
 - request for a good or service exceeds the maximum allowed for a specific expenditure category



Appeal Process

- Administrator gives applicant notice of a decision to deny assistance and how to appeal
- Applicant/designated rep submits written appeal request to DBHDS Regional Housing Coordinator within 10 working days from the date of the decision being appealed. Include:
 - Date appeal is filed
 - Specific decision or action being contested
 - Suggestions for resolution
 - How to contact the applicant/designated rep
 - Copies of documents that support the appeal request
- Coordinator reviews request and Administrator's denial and
 - upholds, modifies or overturns the Administrator's decision
 - provides a written response to the applicant/designated rep and Administrator within 10 business days from the date the appeal is received



Questions?

Contact your CSB Flexible Funding Administrator

OR

Your DBHDS Regional Housing Coordinator
(<https://dbhds.virginia.gov/developmental-services/housing/housing-team>)



Flexible Funding Administrator Contact Info

Region	CSB	Administrator	Email
1	Region Ten CSB	Leela White	leela.white@regionten.org
2	Fairfax-Falls Church CSB	Mike Suppa	mike.suppa@fairfaxcounty.gov
3	New River Valley Community Services	Lauren Tate	ltate@nrvc.org
4	Henrico Mental Health & Developmental Services	Michelle Johnson	joh36@henrico.us
5 (west of tunnel)	Hampton Newport News CSB	Joy Cipriano	joyc@hnncsb.org
5 (east of tunnel)	Norfolk CSB	Steve Stewart	stephen.stewart@norfolk.gov