

YOUTH FLEXIBLE FUNDS

Application Information

- Youth flexible funds are managed by Youth Clinical Services Managers.
- Applications for funds must be in writing on the Youth Flexible Funds Application Form (Attachment B). The form is also available at clinic sites through the unit supervisor.
- Applications must be complete in order to be considered.
- Flexible Funds requests must have completed “Hold Harmless” agreements attached.
- Supervising Mental Health Clinicians (Unit Chiefs) must initially approve the request before sending to the Clinical Services Manager.
- The Clinical Services Manager reviews all requests and, if approved, signs off on request and forwards it to administrative support for processing.
- Approved requests will be processed within one week; RUSH requests will be processed the day received.