

**Incidental Expense Funds**

**Policy**

It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) to ensure incidental expense funds are utilized for services that are not provided within the traditional behavioral health care setting, but are necessary for the continued progress of the individual served and/or their family. These funds are used to remove barriers to treatment.

**Purpose**

The purpose of this policy is to define the appropriate use of incidental expense funds.

**Procedure**

1. Items or services that are appropriate for the use of Incidental Expense Funds include:
  - A. Clothing.
  - B. Shelter (including assistance in relocating if the area is detrimental to the family progress, such as high crime and drug areas).
  - C. Monthly rent, including first and last month’s deposit.
  - D. Transportation, including bus passes and car repairs.
  - E. Childcare, by a licensed childcare provider.
  - F. Employment needs.
  - G. Furniture.
  - H. Costs associated with securing formal identification.
  
2. Incidental expense funds are to be utilized only when other resources are not available. The lack of other available funding, and/or efforts to obtain other funding for the incidental expense, must be documented in the individual’s file.
  
3. In accordance with program requirements, an incidental identified for an individual who is receiving services must either be:
  - a. On the program’s list of pre-approved incidental expenses; or
  - b. Approved by the CFBHN Program Manager prior to the expenditure of funds.
  
4. Multiple incidental expense requests are permitted for individuals who are receiving services. However, requests are approved on a month-by-month basis.
  
5. The approval of incidental expenses is made, and documented, in accordance with the process established by the CFBHN subcontract and Program Manager responsible for those funds. Each program maintains a written summary of its own approval process.

<b>Incidental Expense Funds</b>	Date Issued: <u>10/01/2003</u>
Approval: _____ Linda McKinnon, President/Chief Executive Officer	Last Revision: <u>06/18/2021</u>
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