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FCSP Support Fund Criteria

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Acronyms:

FCSP: Family Caregiver Support Program
PS: Program Specialist
CM: Case Manager
OCAT: Oregon Caregiver Assessment Tool
LTSS: Long Term Services and Support
ADL/IADL: Activities of Daily Living/Instrumental Activities of Daily Living
RAPP: Relatives as Parents Program
SUN: Schools Uniting Neighborhoods
FY: Fiscal Year (July-June)
FPL: Federal Poverty Level
UCR:Universal Client Registry

Definitions of the Guidelines:

Internal guidelines = Mult Co ADVSD
Program guidelines = State and Federal Guidelines *(This link takes you to the State page for FCSP which has the Oregon rules and the link to the OAA Title IIIE information)*

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Eligibility Criteria:

Internal Guidelines:

- **Income:** Caregiver household income is 300% FPL or less

External Guidelines:

- **Service Needs:** Care recipient requires substantial assistance in 2 ADL/IADLs (*excludes RAPP)
- **Request Sustains Caregiver Relationship:** OCAT plan includes reasons the support funds are needed and how the funds will sustain the caregiving relationship, deterring the need for LTSS.

Program Offering: Support Funds (internal guidelines):

- FCSP support funds may provide:
    - Short term respite (one time per fiscal year)
    - Self care for caregivers (ex: massage, acupuncture, counseling, etc.),
    - Personal items for care recipients (ex: DME, adaptive equipment, medical supplies), and household goods
    - ***Note- Gift cards may be requested as a last resort and will be acquired and delivered directly to the client by the PS.***
- Case Manager will assist caregivers with additional referrals and resources to meet needs prior to requesting support funds. (ex: medical insurance for DME, OPI-M for ongoing respite, SUN for RAPP, etc.)
- Assistance is limited to items or services not covered by other programs
- Caregiver Assistance is limited to 2x per fiscal year
- Multnomah County does not place online orders for items.
- When looking for a local direct pay vendor, contact a local vendor and tell them the County will send them a Guarantee of payment (GOP). They will receive a payment 2 to 3 weeks after providing the invoice and W9.
- Multnomah County does not maintain a list of vendors. But you can reach out to the PS who can make suggestions.
- If unable to find a local vendor that will accept a Multnomah County GOP, Partner Agencies may choose to pay for an item and request reimbursement from Multnomah County FCSP. **The support fund request must be approved by FCSP prior to making the purchase.**

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Referral Process:

1. Case manager assists caregiver with referrals and resources to meet needs prior to requesting support funds.
2. Follow partner organization's internal process for potential use of support funds
3. Update OCAT with current information
4. Review and update UCR case management referral consumer demographics, care recipient, and upload current OCAT to UCR documents.
5. Case manager completes their agency's Release of Information (ROI) if needed, when releasing information to an agency such as a vendor to obtain a quote or estimate for goods.
6. Complete Smartsheet referral form https://app.smartsheet.com/b/form/b43262c587674193a2d4a0538c6d3499 (include estimate/invoice)
7. Any communication with the caregiver about the support fund request must highlight the funds are not guaranteed
8. Request is reviewed by FCSP PS
9. FCSP PS emails case manager of funding decision
10. Case manager communicates decision with client
11. If a contracted vendor is approved, an In Home Authorization Form must be completed by the CM and sent to the contracted vendor.

Reimbursement Process:

1. Complete referral process above.
2. After referral is approved, items may be purchased.
    a. If the amount of the item has changed more than $20 from the amount requested, email family.caregiver@multco.us to request an updated approval.
3. Submit the reimbursement invoice receipt, and confirmation of goods (if item was mailed) to fcsp.payments@multco.us. Both the reimbursement invoice and conformation of goods can be found on the Family Caregiver Case Management page.

Partner Organization Allocations:

- Each partner organization will have an approximate portion of the FCSP support funds commensurate with their case management allocation. This will ensure equitable access to limited funding.

- Each partner organization will receive a yearly target amount at the start of the fiscal year.
- Actual spending will be reviewed in quarterly utilization meetings.
- Partner organizations are encouraged to do their own monitoring of their target amount of funds. Assistance is contingent upon availability of the organization's target funds.
- Partner organizations have autonomy on how to prioritize which FCSP clients will receive funding as long as they meet the criteria.
- The support fund limit per client is determined per organization.
- Multco recommends supervisor approval prior to submitting a referral to FCSP. Multco assumes each request has followed their organization's internal process.
- Partner organizations can choose to use support funding for contract respite but NOT contract respite for support funding.