

## FCSP Support Fund Criteria FY26

### Table of contents

<b>Acronyms:</b>	<b>1</b>
<b>Definitions of the Guidelines:</b>	<b>1</b>
<b>Eligibility Criteria:</b>	<b>2</b>
Internal Guidelines:	2
External Guidelines:	2
Program Offering: Support Funds (internal guidelines):	2
<b>Referral Process:</b>	<b>2</b>
<b>Partner Organization Allocations:</b>	<b>3</b>

### 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 III E information*)

## Eligibility Criteria:

### Internal Guidelines:

- **OCAT risk score priority:** High or Maximum
- **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 1x per fiscal year

## 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. Complete Smartsheet referral form (include estimate/invoice)  
\*If the request is for an online order to be shipped to the household, a "Personal Information Disclosure Waiver" must be completed
6. Any communication with the caregiver about the support fund request must highlight the funds are not guaranteed
7. Request is reviewed by FCSP
8. FCSP emails case manager of funding decision
9. Case manager communicates decision with client
10. If an online order was shipped to the household, a "Confirmation of Goods" must be completed and sent to [fcsp.payments@multco.us](mailto:fcsp.payments@multco.us).

## 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.