



## HURON RESPITE NETWORK

### ELIGIBILITY CRITERIA FOR CHILDREN'S MENTAL HEALTH FLEX FUND

#### **Purpose:**

The purpose of the Children's Mental Health Respite Fund is:

- i) To support the identified need for respite by the family and/or child/youth in situations where they require respite services. i.e. to prevent permanent institutionalization, family breakdown, and/or crisis.
- ii) To allow a rapid response to individuals who require periodic respite.

#### **Eligibility:**

Those who meet the following criteria will be considered for subsidy:

- Vulnerable children and youth up to 18 years of age who are living with their families/care-givers, and
- Presence of a mental health concern resulting in some significant disruption/reduced functioning/negative impact on family as confirmed by HPC, CPRI, doctor and/or psychologist/other mental health practitioner
- A resident of Huron County
- Have exhausted all other resources before applying to this fund.
- The family/individual has not maximized a subsidy from any other Huron Respite Network fund in the past 12 months.

**NOTE:** Situations that do not fall under the above criteria will be evaluated individually.

#### **Process:**

Any individual, agency, case manager, community advocate, or family member may apply in writing to the Huron Respite Network for assistance from this fund. If the request from the Flex Fund is for an amount less than \$300.00, for each person, a decision for eligibility will be made by the Respite Coordinator; if the amount exceeds \$300.00 for a 12 month period, the Respite Coordinator will apply to the Huron Respite Network Selection Committee who will then review, evaluate, and approve or deny the written request.

The written request must include:

- purpose of request for funding to determine its urgency
- current situation – family situation, needs of the individual, current services etc.
- proof of mental health issue
- an individualized plan including outcomes, time frame, projected costs, pertinent goals, ideas for long term support

#### **The Selection Committee will:**

- Discuss the application with the presenter the use of funds/approve a plan of action.
- Ensure dollars are available and prioritize requests as they are presented.

**The Respite Coordinator will:**

- Inform the applicant of the status of their request.
- Follow up on the use of funds and personal outcomes listed in the plan as developed and recommended by the family/individual and referring agency.
- Ensure the individual and/or agency making the referral to the Flex Fund is responsible for case management of the funds provided by the Huron Respite Network.
- Prepare a report to CSCN at the end of each fiscal year and will include: utilization information/other data that illustrates individual needs and range of options provided through the funding and any advice on emerging individual needs. This information will be shared with Huron Perth Children's Mental Health Network, Huron Respite Network Member Agencies and Programs.

**Conflict of Interest:**

Committee members will declare a conflict of interest in a situation whereby that Member or Agency that he or she represents has an interest in a proposed or existing application. After making such a declaration, that Member/Agency shall not vote on the application, nor be counted in the quorum of members. The Selection Committee may request additional information at any time for clarification purposes.

**April 1, 2005**