



# OPWDD Flex Funds Rules and Agreement

## I. Flex Funds Appointment Procedure:

- a. All appointments are scheduled via email, through Google Calendar. To request a scheduled appointment, email Francisca Kalchgruber at [fkalchgruber@chdfs.org](mailto:fkalchgruber@chdfs.org) and cc to the supervisor. After a time and date is agreed upon, Francisca will then send out a confirmation email. Employees are required to confirm the email. If the email is not confirmed, the meeting will not occur.
- b. Before the initial meeting with the financial department, employees will meet with their supervisor and receive a brief explanation of the flex funds rules and agreement and after that they will meet with the financial department to receive the flex funds cards.
- c. An appointment must be **scheduled two weeks in advance** to be able to receive flex funds. See #3 for Rescheduling Meetings.

## II. OPWDD Flex Fund Rules:

- a. Official receipts must be obtained for all funds used. Before your scheduled a Flex Fund Meeting you **must** have filled out a “Flex Fund Report Form” and organized the receipts (receipts must be put in the order that they were entered on the flex fund report). If not completed before meeting, employees may have to reschedule the appointment.
- b. Funds will **only** be provided in a scheduled appointment.
- c. An official receipt must list name and address of store, date, item purchased, amount of purchase and the receipt must match within the date and time of the planned respite service.
- d. Employees using CHDFS flex funds cards are encouraged to check the card’s balance by visiting the PNC Bank website: [www.pncprepaidcard.com](http://www.pncprepaidcard.com) and follow the instructions in the site.
- e. The PIN number for the CHDFS flex funds cards is the last 4 digits of the card number.
- f. Employees will receive a debit card with the amount of money pre determined for each one of their cases as follows: **Flex funds must be accumulated** to be used. They are accumulated at the rate of \$2.00 per hour of Respite Care and/or Community Habilitation provided with a maximum of \$15.00 per day of services (6 hours). Employees cannot use flex funds that have not been accumulated through service provision (i.e. employee provides 3 hours of services and uses 15 dollars for the day. Because the employee provided only 3 hours of Planned Respite the employee only accumulated \$7.50).
- g. Flex funds **may not** be used for employees, with exception of travel expenses or admission to an activity within provided service hours and other expenses approved by the employee’s supervisor.
- h. \$5 limit on food items for regular respite care sessions, but special food purchases could be performed with supervisor’s approval.
- i. Community Habilitation employees are able to spend funds in food before supervisor’s approval.
- j. Flex funds may not be used for personal reasons.
- k. Cash in advance is not permitted.
- l. Employees are not allowed to pay out of pocket for any reason.
- m. When a case is terminated and/or the employee is not going to continue working with the case or with CHDFS, the employee **must** to return the card/s with the balance remaining. Failure to do this will result in a monetary penalty to the employee covering the value of the card and the balance that should remain. Stating this if you leave employment with CHDFS and owe flex funds, you grant CHDFS the right to deduct any amount owed from your paycheck or any other funds owed to you.

## III. Cancellations and Disciplinary Procedures:

- a. Any meeting through the OPWDD Program must be cancelled, in advance, with a justifiable reason provided **24 hrs prior** to the flex fund appointment. If an employee does not notify Francisca of the cancellation within 24 hours, the employee may receive disciplinary actions.
- b. Employees are granted a 10-minute grace period for scheduled appointments. If an employee is later than 10 minutes, they will need to reschedule their appointment. This may mean waiting another 2 weeks to obtain funds.
- c. At any time, an employee needs to reschedule a Flex Fund Appointment and needs to wait another 2 weeks for the appointment, they are not permitted to spend out of pocket money. (see OPWDD flex Funds Rules II (l)).
- d. If an employee is taken off of a case, all funds and receipts must be returned within the next flex funds cycle. An employee will not be assigned to a new case until all receipts and/or funds are acquired by the Finance Department.
- e. In case of lose of one or more of the flex funds cards; the employee must contact his/her supervisor and the financial department as soon as possible to report the lost card. The employee must also call the 1 866-453-5071 number in the back of the card to report the card lost. (please do not call this number to request card’s balances)
- f. If an employee loses one or more of his/her cards, the employee must pay a penalty fee of \$15 per replacement card.
- g. For any violation to the above rules the employee will be required to meet with their supervisors and /or OPWDD Program Coordinator. Disciplinary action up to termination of employment may occur.

## IV. Flex Funds Training Contract:

- a. I acknowledge that I received and read the procedures document provided with the PNC prepaid debit cards.
- b. I agree to the following terms and understand that my failure to follow these rules and schedule appointments as instructed could result in disciplinary action. I will ask my supervisor if there are unresolved questions that are not related to the above rules. I will direct any clarification of the above rules to Francisca Kalchgruber ([fkalchgruber@chdfs.org](mailto:fkalchgruber@chdfs.org) 212-695-4564 x384)

Employee Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Finance Assistant (Printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_