

2.5	Using Special Needs Fund (SNF)	Page 1 of 1
Issue date: 12/99	Revision date: n/a	Division Staff
Form(s): 295S, 296		

Region Special Needs Funds (SNF) are to be used at the discretion of the **Region Support Coordinator** and administration to make critical items purchases on behalf of an individual receiving services. The item must be essential to the individual's safety, well-being or continued successful **community living**.

Procedure

1. No single SNF purchase may exceed \$500 for "Over the Counter Checks" without Department of Bureau of Finance prior approval, or \$2,000 using the 295S payment form.
2. Each **Region** Director may establish a **Region** Special Needs Fund Account from their existing budgets. This should be a block of funds identified for the **Region's** Special Needs Fund. The **Regions** need to assure that sufficient funds are available to cover SNF requests.
3. The **Support Coordinator** is authorized, with their supervisor's signature, to issue over-the-counter checks/295S payments up to \$100. The **Region** Director will establish local policy if authorization exceeds the \$100 limit and submit a copy to the state office. The **region** shall inform the **Division** budget officers who is authorized to sign the over-the-counter signature card. The **Region** will keep a log of over-the-counter checks issued.
4. **Purchases \$500 or less made by USSDS Over-the-Counter Checks:**
 - a. The USSDS Over-the-Counter check issuance system will be used as a method for writing checks and giving them to the individual or **Provider** (for the individual) in the **Region** office.
 - b. Any amount up to and including \$500 may be paid by over-the-counter checks at the **Region** level.
 - c. Checks issued for over \$500 will require a sole source statement or two telephone bids attached to the payment document and a signed form 296 approved by the Department Bureau of Finance Information Analyst. (See Bureau of Finance Policy)
5. **Purchases between \$500 and \$2,000 paid via 295S Billing Form:**
 - a. Purchases between \$500 and \$2,000 may be paid through USSDS via a 295S billing form.
 - b. Purchases over \$500 require two attached telephone bids for purchases or a memo indicating for what purposes funds were distributed to the individual.
6. **General Procedures:**
 - a. Over-the-counter checks and 295S payments are not to be paid to Purchase of Service providers in lieu of monthly 520/1032 payments.
 - b. Over-the-counter checks and 295S payments are not to be given as loans in the event the individual needs short term additional funds or has not received their monthly pay or entitlement check.