


State of Vermont

Department of Disabilities, Aging and Independent Living
Adult Services Division
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Agency of Human Services

MEMO

To: Providers of Choices for Care, Moderate Needs Group Flexible Funds

From: Megan Tierney-Ward, Adult Services Division Director 

Date: July 5, 2017

Re: Flexible Fund Start and End dates

It is the desire of Moderate Needs Group Providers who administer **Flexible Funds** to coordinate the start and end date of Flexible Fund goods and services with the fiscal year versus calendar year. This will allow ease of tracking expenditures of the moderate needs allocations which also run by fiscal year and will have a positive impact on person-centered planning related to the purchase of goods and services for the participants.

As of the date of this Memo, when submitting to the Independent Living Services Consultant, any **new, change or reassessment** service authorization requests that contains flexible funds, you may use the dates that follow the fiscal year (July 1st to June 30th):

Dates	New	Change	Reassessment
Start Date	Start date of Service Authorization	Start date of Service Authorization Change	7/1/Year
End Date	6/30/Year	6/30/Year	6/30/Year

Please work within your agency to determine how case managers will coordinate and plan with MNG participants to transition the use of Flexible Funds goods/services to be utilized by fiscal year.

Moving forward, please be advised that this change will have an impact on the Case Management and Independent Living Service Consultant's workload around the end of the fiscal year.

Reassessment service authorizations should be completed and received at DAIL at least 30 days prior to the end of each fiscal year (June 30th).

Thank you.