

# Department of Mental Health Child, Adolescent, & Family Unit

## Special Services Funding

The Department of Mental Health's Child, Adolescent, & Family Unit administers a fund for one-time expenses to children receiving services through a Children's Mental Health Center or a Specialized Agency. This fund is earmarked for unmet needs and service costs that, if not provided, might negatively affect overall mental health treatment stability and where no other funding source is available. Such needs might include personal needs, specialize therapy that is not covered by insurance, respite, clinical evaluations, camp tuition, and adaptive devices. Requests for funds should originate from the Children's Mental Health Designated Agency or Specialized Agency and be directed to the Child, Adolescent, & Family Unit at the Department of Mental Health, using copies of the attached application. It is important that all information is completed on the form and includes the Children's Director's signature

To assure that funding comes out of the current fiscal year, applications for Special Services must be received by June 1<sup>st</sup>.

Below are the guidelines for using the Special Services Fund.

- ❑ Child must be an active client to a Children's Mental Health Center or a Specialized Agency
- ❑ There is a limit of \$2,500 per State fiscal year, per child when using special service funding. The only exception to the \$2,500 limit is when the funding is a transfer from Agency of Human Services High Risk Pool.
- ❑ The fund is to be used only for those things for which there is no other funding source available. It is expected that alternative resources will be explored and denied prior to a request for Special Services funding.
- ❑ Whenever appropriate, funding should be blended amongst multiple sources.
- ❑ This fund does not limit the types of funding requests, but distributes available funds in the following priority order:
  1. An Unmet Mental Health Treatment Need
  2. Safety
  3. Stability
  4. Personal Care
  5. Access

6. Self-Development
7. Other needs