Flex Funds Reimbursement Entry Form

To be reimbursed for a Flex Fund (9000 code) purchase, an original itemized receipt needs to be included with this form and turned in within 30 days of the purchase date. **This form does not guarantee payment.** A Flex Fund Progress Note must be entered into FidelityEHR and approved by a CC Supervisor. This form can be used for multiple receipts for a single client. Please only include dates within the same month.

Provider Name : **YOUR NAME HERE**

Date: **TODAY'S DATE**

Provider Address: **WHERE YOU LIVE**

Method of Delivery to CCNY: ☐ US Mail ☐ Hand Deliver

Provider Phone #: **YOUR PHONE NUMBER**

Provider Agency: **THE AGENCY YOU WORK FOR**

send to:
CCNY Attn. Sherry
567 Exchange Street
Buffalo, NY 14210
(716) 855-0007 ext. 318

Care Coordinator: **THE CARE COORDINATOR ON THIS CASE**

CC Agency: **THE CARE COORDINATION AGENCY**

Case #: **CASE NUMBER FOR CLIENT**

Identified Client Name: **IDENTIFIED CLIENT**

Recipient of Expense: **WHO WAS EXPENSE MADE FOR**

Explanation of Expense: **THE GOAL RELATED TO THIS EXPENSE**

Flex Fund Code	9000 code	9000 code	9000 code	9000 code
Dates of Purchase:	**DATE 1**	**DATE 2**	**DATE 3**	**DATE 4**
Funds Spent:	RECEIPT 1	RECEIPT 2	RECEIPT 3	RECEIPT 4
How Paid:				

Please specify if you paid with cash, debit, credit or check

Person or Agency to be Reimbursed: **(ONLY CHECK ONE)**

☐ Same As Provider (person completing this form)
☐ Same As Care Coordinator
☐ Care Coordination Agency
☐ Different than above (fill out below)

Name: **FILL THIS SECTION OUT IF THE CHECK IS**
Address: **GOING TO ANYONE/COMPANY THAT IS NOT**
LISTED IN THE ABOVE SECTIONS.
Account #: **THE INVOICE OR REFERENCE #**

Any Additional Information Regarding Payment:
ANY ADDITIONAL INFORMATION NEEDED TO PROCESS THE RECEIPTS BEING SUBMITTED.

PLEASE DO NOT FILL OUT ANYTHING BELOW THIS LINE:

Invoice #:
Invoice Date:

Check #:
Check Date:

Person/Date Received:
Receipt(s) attached: ☐
Scan form and receipt(s): ☐
Entered into database: ☐
Email agency contact: ☐
Copy scanned doc into shared: ☐

[updated 11.16.18]