



### Housing Flex Fund Referral Form

Thank you for your interest and referral to the Housing Flex Fund Program offered by Anthem Blue Cross (Anthem). The goal of this program is to provide a flexible pool of funds that can be used to help pay for expenses that will lead to greater housing stability for Anthem members who are either at risk of homelessness or literally homeless. The funds can cover an array of one-time or limited housing related expenses with the goal of either supporting a member to remain housed or assisting them with accessing permanent housing. This resource is a great tool that can be used creatively to support a member’s housing success.

If you would like to refer a member to this program, please fill out the following form and forward to CAFlexFund@anthem.com. If you have any questions regarding the member’s situation prior to completing and submitting this referral, email CAFlexFund@anthem.com. **Please complete all requested information or your request could be delayed. Thank you.**

Date of request:	
Member name:	
Member ID:	Member DOB:
Member gender:	
Member phone number:	
Member city of residence:	
Member caregiver or secondary contact if recipient is unreachable:	
Member social worker name and contact #:	
In what county will the funds be spent:	

<https://providers.anthem.com/ca>

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Please provide the member's referring agency:		
Case manager name:	Phone number:	Email:
Household type: individual or family (include household number)		
Household income:		
Member primary language:		
Member ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		
Member race: <input type="checkbox"/> Native American or Alaska Native <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Two or more races <input type="checkbox"/> Other		
Is member experiencing homelessness: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the member at risk of homelessness: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Were there any other sources of funding considered prior to requesting flex funds?		
Did this member submit an application to the Housing is Key tenant relief program? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Request type and request type guidance**

Request type	Guidance
<b>Application fee</b>	Up to <b>five application fees</b> per member per year. Funds can cover costs for applications, tenant screening report, background checks, and credit checks.
<b>Security deposit</b>	The maximum allowable request is <b>double the required security deposit for the unit</b> and any other required deposits for items such as keys, remote, mailbox, etc.

Request type	Guidance
<b>Rental assistance</b>	Limited rental assistance. Rental assistance payments can equal up to the full amount of actual rent, but limit is <b>three months of assistance</b> . When requesting rental assistance, the requesting entity will need to demonstrate a plan for the member to cover the rent beyond the maximum time limit of three months.
<b>Rental arrears</b>	Rental arrears to support the member with remaining in their current unit. Rental arrears can equal up to the full amount of the monthly rent in arrear and can be paid for <b>up to three months</b> . In addition, funds for this category can cover <b>late fees, up to \$100</b> , in addition to the delinquent rent. When requesting funds for rental arrears, the requesting entity will need to demonstrate a plan for the member to cover the rent moving forward once the arrears are paid off.
<b>Utility deposit</b>	Payments will be paid directly to the utility company. The payment can include funds for gas, electricity, water, and trash.
<b>Utility arrears</b>	Utility arrears payments to support the member with remaining in their current unit or accessing a new unit. Utility arrears can be paid for a period of <b>up to three months</b> and include gas, electricity, water, and trash. Funds can also cover late fees. Member must create a login and send that information with the request.
<b>Family/friend incentive</b>	Incentives to family or friends who are willing to take in the member and provide housing such as a spare bedroom or other accommodations. Flex Funds can support incentives to family/friends for a <b>maximum of three months</b> with a monthly incentive to house a <b>single adult member at \$250 and \$500 for a family</b> with children.
<b>Move-in items</b>	Furniture and other household items. Items may include mattress, box spring, bed frame, sofa bed, towels, comforter, sheets, pillows, microwave, cleaning supplies, pots/pans, and other cooking utensils. Maximum assistance for <b>individual is \$750 and \$1,500 for a family</b> with children. Member must create a login (info/user name and password) to the retail website such as Walmart or Target and include that information with the Flex Fund request.

Request type	Guidance
<b>Moving fees</b>	Fees associated with supporting a member to move into a new unit. This may include payments for moving fees to move items out of a storage unit and into the new unit. It may also include gaining access to and closing out a storage unit, including paying past-due fees or penalties for breaking a storage unit lease, <b>up to three months of storage unit costs</b> . Moving fees must be cost effective.
<b>Other</b>	Flex Funds can pay for other housing related expenses that a member may need that are not included in the above items. When requesting funds for items not included above, the requesting entity will need to provide details on what the request is for and how this request will support a member with remaining housed or accessing housing. All requests are subject to approval by Anthem.

#### Required documentation and allowable payees

Request type	Payee	Documentation needed
<b>Application fee</b>	Landlord, owner	1. Copy of the <b>rental application</b> , showing the application fee amount
<b>Security deposit</b>	Landlord, owner	1. Copy of the <b>lease</b> (must include security deposit amount)
<b>Rental assistance</b>	Landlord, owner	1. Copy of the <b>lease</b> 2. <b>Plan</b> for tenant to cover rent beyond the maximum three months assistance 3. Copy of <i>W9</i> 4. Provide landlord's name, phone number, and address
<b>Rental arrears</b>	Landlord, owner	1. Copy of <b>tenant ledger</b> from landlord/accounting system; OR <b>judgment</b> against tenant 2. <b>Plan</b> for tenant to cover rent after arrears are paid 3. Copy of <i>W9</i> 4. Provide landlord's name, phone number, and address
<b>Utility deposit</b>	Utility company	1. <b>Utility bill</b> (if payment can be made with first bill); OR documentation from utility company showing the deposit amount
<b>Utility arrears</b>	Utility company	1. <b>Utility bill</b> showing amount past due 2. <b>Member must create a login and send that information with the request</b>

Request type	Payee	Documentation needed
<b>Family/friend incentive</b>	Directly to family/friend	1. <b>Signed letter</b> from the family member/friend who is providing housing, indicating how much will be charged each month, up to three months. The letter should include a plan for what happens after the assistance stops.
<b>Move-in items</b>	Local retail store (Target, Walmart, etc.)	1. <b>Quote/weblink</b> from the retailer showing the cost
<b>Moving fees</b>	Moving company, moving service	1. <b>Quote or invoice</b> from moving service; OR bill for past-due or lease penalty fees for storage unit
<b>Other</b>	Varies	Work with request reviewers/approvers at Anthem to determine feasibility and obtain approval of other housing-related expenses

**Payment guidance: Methods of payment**

Method	Information needed	Processing time from receipt to payment
<b>Check</b>	Payee's full name, total amount, address to send payment, and a phone number	3 to 5 days
<b>Zelle transfer</b>	Payee needs a Zelle account or setup Zelle through bank or credit union's mobile app or online banking. We would need the email address or the cellphone number associated with their account.	24 hours
<b>Payment by card</b>	LeSar can pay expense online or over the phone. Include instructions for calling or paying online.	24 hours
<b>Online payment (retail)</b>	Add items to retailer's online cart and send cart info with referral. LeSar will pay online with a credit/debit card.	24 hours

**Please forward the referral form securely to:  
Email: CAFlexFund@anthem.com**

*If you have any questions, please email CAFlexFund@anthem.com.*