



## Region 4 Request for Individual Support Funds

The Region 4 office manages a limited pool of Individual Support (IS) Funds for Region 4 CSBs that may be accessed on behalf of individuals who have an urgent/emergent need that can be met with one-time or time-limited financial support that is not available through other means. **This funding should be considered a last resort option and is reserved for individuals in an acute care setting, CSU, or other crisis setting, or who have a documented history of entering one of those systems recently, and this period of instability contributed to the reason for the funding request.**

Individuals in state hospitals are not eligible for these funds. Individuals whose care is being provided by a non-Region 4 CSB are not eligible for these funds.

*Please submit completed forms via encrypted email to Kirk Morton at [mortonk@rbha.org](mailto:mortonk@rbha.org)*

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**Request date:** \_\_\_\_\_ **Requestor:** \_\_\_\_\_

**CSB/BHA:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Individual client name:** \_\_\_\_\_ **CSB ID#:** \_\_\_\_\_

**1. Funds are for:**

Housing Assistance

Transportation Assistance

Other: (Describe) \_\_\_\_\_

**2. Funding is requested for:**

1 month

2 months

3 months

Other: (Describe) \_\_\_\_\_

**3. The total funding request is: \$ \_\_\_\_\_ and funds are to be paid to (vendor name):**

**4. Other resources that have been explored are:**

5. Has this individual been provided Region 4 IS funding within the last 12 months?  
 Yes                      No
6. Briefly describe the crisis situation that is prompting this request. **Be sure to include relevant information about the individual's financial resources (SSI/DI, work income, AG eligibility, etc.):**

<b>Disposition:</b>	Approved	Approved with modification	Denied
<b>Date:</b> _____	<b>Signature:</b> _____		

**Comments:**

Post-approval process:

1. Vendors are to submit invoices directly to the Requestor for review and approval. It is recommended that vendors submit a W-9 simultaneously to prevent delays in payment. Current W-9 forms can be found on the IRS website.
2. The Requestor may then forward the invoice and W-9 to the Regional Office invoicing mailbox via encrypted email at [region4invoices@rbha.org](mailto:region4invoices@rbha.org)
3. RBHA processes invoices within a 30-day time frame.