



Housing Flex Fund Referral Form

Thank you for your interest and referral to the Anthem 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 in various counties in California. 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 members' 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 them to 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 caregiver or secondary contact if recipient is unreachable:	
Member social worker name and contact #:	
In what county will the funds be spent:	
Please provide the member's referring agency:	
Case manager name:	
Phone number:	Email:
Household type: individual or family (include household number)	
Member primary language:	
Is member experiencing homelessness or at risk:	
Were there any other sources of funding considered prior to requesting flex funds?	
This program is county specific and the member must reside in one of the following counties: Sacramento, San Francisco, Santa Clara, Alameda, Fresno, Kings, San Benito, Mariposa, Placer and Los Angeles.	

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

Request type	Guidance
Application fee	Up to 5 application fees per member per year. Funds can cover costs for applications, tenant screening report, background checks, and credit checks.
Security deposit	The maximum allowable request is double the required security deposit for the unit and any other required deposits for items such as keys, remote, mailbox, etc.
Rental assistance	Limited rental assistance. Rental assistance payments can equal up to the full amount of actual rent, but limit is 3 months of assistance . 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 3 months.
Rental arrears	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 up to 3 months . In addition, funds for this category can cover late fees, up to \$100 , 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.
Utility deposit	Payments will be paid directly to the utility company. The payment can include funds for gas, electricity, water, and trash.
Utility arrears	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 up to 3 months and include gas, electricity, water, and trash. Funds can also cover late fees.
Family/friend incentive	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 maximum of three months with a monthly incentive to house a single adult member at two hundred, fifty and no/100ths (\$250) dollars, and five hundred (\$500) dollars for a family with children .
Move-in items	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 individual is \$750 and \$1,500 for a family with children .
Moving fees	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, up to 3 months of storage unit costs . Moving fees must be cost effective.
Other	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 & ALLOWABLE PAYEES

Request type	Payee	Documentation needed
Application fee	Landlord, Owner	1. Copy of the Rental Application , showing the application fee amount
Security deposit	Landlord, Owner	1. Copy of the Lease (must include security deposit amount)
Rental assistance	Landlord, Owner	1. Copy of the Lease 2. Plan for tenant to cover rent beyond the maximum 3 months assistance
Rental arrears	Landlord, Owner	1. Copy of Tenant Ledger from landlord/accounting system; OR Judgment against tenant 2. Plan for tenant to cover rent after arrears are paid
Utility deposit	Utility Company	1. Utility bill (if payment can be made with first bill), OR documentation from utility company showing the deposit amount
Utility arrears	Utility Company	1. Utility bill showing amount past due
Family /friend incentive	Directly to Family/Friend	1. Signed letter 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.
Move-in items	Local Retail Store (Target, etc.)	1. Quote, weblink from the retailer showing the cost
Moving fees	Moving Company, Moving Service	1. Quote or invoice from moving service; OR Bill for past-due or lease penalty fees for storage unit
Other	Varies	Work with request reviewers/approvers at Anthem and LeSar 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
Check	Payee's full name, total amount, address to send payment, and a phone number	3 to 5 days
Zelle transfer	Payee needs a Zelle account or setup Zelle through bank or credit union's mobile app or online banking. We would need the email	24 hours

	address or the cell phone number associated with their account.	
Payment by card	LeSar can pay expense online or over the phone. Include instructions for calling or paying online.	24 hours
Online payment (retail)	Add items to retailer's online cart and sent cart info with referral. LeSar will pay online with a credit/debit card.	24 hours