



FUND PROFILE SETUP

_____, _____
Authorized Signatory *Position*

Hereby authorizes the creation/editing of the FUND PROFILE for

Fund Name

With the designation of:

_____ **Fund Administrator and**

_____ **Review Agents**

Authorized Signature: _____

Date: _____

Description of Fund: _____

Category: _____

Fund Type:

Basic: Funds have limited features and can be used throughout ServicePoint.

Advanced: Funds have advanced features and can only be used within ClientPoint (excluding Multiple Services) and CallPoint (for Calls linked to Clients).

Require Approval: Yes No

Distribution Type to Vendor: Check Request
 Bill Credit Authorization
 Not Applicable

Allow for Voucher: Yes No
Distribution to Clients

Funding Usage Note: _____

Compatible Vendors

- All
- Selected
- All EXECPT

Compatible Service Code

- All
- Selected
- All EXCEPT

Funding request with amount greater than the remaining balance? Allow with Override Do Not Allow

Funding requested with amounts greater than the remaining balance of the provider allocation? Allow with Override Do Not Allow

Fund requests on services using service code Not specified in compatible service codes? Allow with Override Do Not Allow

Fund request on service using vendors not Specified in compatible vendors? Allow with Override Do not Allow

Funding Cycle

Track Balance Yes No (*Funding Type of Advanced must be selected to track Funds*)

Initial Fund Amount: _____

Availability to Providers: Allocated to Provider with Access
 Open to Provider with Access
 Open to All Providers

Fund level Alert: _____

Start Date: _____

End Date _____

End Date Alert _____

Submission Deadline _____

Providers with Access

You could have multiply funding cycles so you must select the providers that have access to each funding cycle you have selected.