



Submitting a Flex Fund Request for Furniture/MIK in Padmission Journey

Step 1: In the search bar, type in your neighbor's name.

Step 2: Go to the **Household Profile** tab and click **Submit Payment**.

Step 3: Under **Expense Type**, select **Furniture**.

Step 4: Under **Project**, select **Furniture Flex Fund or Diversion Furniture Flex Fund (if neighbor is in a Diversion Project)**

Step 5: Under **Vendor**, choose **Furniture One**.

Step 6: In the **Amount** field, enter the cost of the package or individual item(s).

Step 7: For **Date**, enter the date the request is being made.

Step 8: The **Reporting Period** will auto-fill with the first day of the current month.

Step 9: In the **Notes** section:

- Reference the vendor package list.
- Indicate whether you are selecting a package or ordering items à la carte.
- Include the item(s) and the total amount requested.
- Include the neighbor's and case manager's contact information.

Example:

Using Furniture One as the vendor for a single individual:

"Package 1 - \$905"

Or for à la carte items: "Queen Bed - \$260, Dining Table - \$100, Chairs - \$70, 1 Bedroom MIK - \$145, 1 Kitchen Kit - \$165. Total: \$740"

Neighbor B. Jones 214-854-7893 Case Manager A. Lewis 469-127-7531

Step 10: Click **Upload Files** → **Add a File to Upload** and upload the lease document. Ensure all household members are listed on the lease.

Step 11: Under **File Type**, select **Other**.

Step 12: In the **Note** field, enter **Lease**.

Step 13: Click **Submit**.



Ensure all entries are accurate and reflect eligible Flex Fund usage.