

## Conflict of Interest and Confidentiality

### **Agency Employees Accessing FSI**

Any employee working on behalf of a collaborative agency that would like to receive services/goods through FSI must meet the FSI eligibility requirements, unless otherwise waived by Exceptions Committee.

***Employee:** is a staff member of one of the collaborative agencies that has a working knowledge of FSI and/or has been assigned a named p-card with direct access to FSI funds.*

If a current employee qualifies for services with the Family Services Initiative meeting eligibility criteria (see Family Services Initiative - **Eligibility**), the following procedures should be followed in order to protect the employee's confidentiality.

### **Procedure:**

1. An employee must notify their supervisor regarding the request for FSI assistance and provide documentation as applicable.
2. Employee's Supervisor will review eligibility requirements and assess the needs of the staff member.
3. Employee's Supervisor will ensure that other community resources have been explored prior to making this request.
4. The employee's Supervisor shall notify the Manager/Director overseeing the FSI program for that agency prior to step 5.
5. Employee's Supervisor or Manager will contact CFBHN to review the request, eligibility, and ensuring documentation requirements are met.
6. Employee's Supervisor or Manager will email the request to the Exceptions Committee for review. CFBHN staff shall be included on the email. Note: JWB is subject to the Sunshine Law; therefore, any personal identifying or sensitive information should not be included in the email request.
7. If Exceptions Committee approves the request:
  - a. Employee's Supervisor enters the request into CFHDS. \* If Supervisor does not have CFHDS access, contact CFBHN staff for data entry in the system.
8. CFBHN will close agency access to the record after approval to protect the employee's confidentiality.

### **Family and Friends**

***Family:** is any person that is related by blood, marriage, or legal relationship.*

***Friend:** is anyone with whom you are acquainted with.*

An FSI employee may not provide any services directly to any of their own family members or friends. If an employee becomes aware that a family and/or friend is requesting services/goods through the FSI, the employee's supervisor and the Manager/Director overseeing the program for that agency must be immediately notified by the employee. The supervisor must immediately remove the employee from the case and assign to a new staff member who is unrelated/unassociated with the recipient.