



**ST. LOUIS MENTAL HEALTH BOARD
FUNDING ELIGIBILITY**

All organizations must be able to demonstrate their eligibility to receive funding through either the Community Mental Health Fund or the Community Children’s Services Fund administered by the Mental Health Board.

The table below indicates the eligibility requirements and the supporting documents that the Mental Health Board uses during its due diligence for verification. The Mental Health Board reserves the right to request additional documentation as it deems necessary to determine an organization’s eligibility to receive funding.

Eligibility Requirement	Eligibility Verification
Organization operates within generally accepted accounting principles.	Financial audit and management letter from past fiscal year
Organization maintains minimum levels of insurance MHB requires.	General Liability
	Workers’ Compensation
	Professional Liability (if applicable)
	Comprehensive Commercial Auto (if applicable)
Property Perils (if applicable)	
Organization is in good standing to do business in the state.	Certificate of Good Standing issued within past 12 months
Organization is in good standing with the Internal Revenue Service.	IRS tax exempt status letter IRS Form 990 (if applicable)
Organization maintains accreditation or certification to provide services in the state.	Current Accreditation or Certification award letter (if applicable)
Organization’s staff maintains appropriate current licensure or certification to provide services in the state.	Copy of current staff license or certificate

Additionally the following may be requested	
Organization complies with fair labor and workplace safety regulations.	Copy of relevant statements in Personnel Policies or Employee Handbook
Organization complies with Executive Order 11246	Current Affirmative Action Plan (if applicable)
Organization complies with consumer protection and privacy regulations including provisions for culturally and linguistically appropriate services regardless of a consumers’ race, color, ethnic origin, or religious practice.	Consumer Rights and Protection forms, policies and procedures
	HIPAA notification forms and procedures