

FAMILY DIRECTED RESOURCES POLICY

The Erie County Board of Developmental Disabilities (Board) in keeping with its mission provides locally funded resources to support families in providing for unique needs related to qualifying disabilities. The Family Directed Resources Program is committed to supporting families to increase their capacity to care for individuals in the family home as well as support individuals with disabilities to become more independent in the home and community. Through the Family Directed Resources Program the Board shall provide limited disability focused financial support to all individuals determined income and program eligible.

The Superintendent shall establish, revise and keep current the procedures to be utilized in the implementation of this policy. The Superintendent/designee shall ensure compliance with these procedures. All revisions and changes will be shared with the Board when made.

Superintendent Signature: *Carmi Baier* Date: 5/18/17

Implemented: 01/2016

Board Approval: 01/2006, 5/18/17

Revised: 4/16/09, 2/18/10, 9/21/11, 12/19/12, 5/7/13, 2/19/15, 9/17/15, 5/18/17

Reviewed: 5/18/17

Cross Reference: Family Directed Resources Program

**ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
FAMILY DIRECTED RESOURCES PROCEDURE**

I. ADMINISTRATION

The Board shall contract for the administration of Family Directed Resources (FDR). The contract agency shall review each request.

II. ELIGIBILITY CRITERIA

All of the following must be met:

- A. Family resides in Erie County as defined by applicable Board program;
- B. The family unit includes an individual that has been determined eligible for Erie County Board of DD services;
- C. The individual is not otherwise supported financially by the Board through other funding options;
- D. The request is in line with the policy statement of Family Directed Resources;
- E. The request is related to the individual's developmental disability;
- F. The request is not a typical expense incurred by a family;
- G. The requested support cannot be paid for in other manner;
- H. A completed income verification form with supporting Federal tax return verifying taxable income or a current copy of the Medicaid card for the head of household is required annually and upon change in financial status.

III. ELIGIBILITY PAPERWORK PROCESS

- A. Income verification forms will be mailed annually to families actively enrolled in the FDR program the previous year. Families are required to update their financial information if changes occur during the program year this includes gain or loss of employment and family size.
- B. The calculation of the family contribution amount is based on the Federal Poverty Standards.
- C. A funding assessment will be completed annually along with a new income verification form.
- D. The income verification forms along with the funding assessment will determine the family allocation for the year.
- E. Families will receive a letter within seven (7) business days from receipt of complete income verification and funding assessment paperwork notifying them of the family contribution amount and their FDR allocation if applicable.

IV. REQUESTING SERVICES

- A. Family completes, signs and sends the request form to the contracting agency.
- B. The contracting agency reviews the request for completeness, and if the request is complete, it will be processed within seven (7) business days.
- C. If follow up is needed to process the request, the contracting agency will follow up with the family.
- D. The contracting agency reviews and approves or denies the request:
 - 1. If approved, the contracting agency processes the request within seven (7) business days.
 - 2. If denied, the contracting agency will notify the family and provide the family with their Administrative Resolution of Complaints.
- E. The contracting agency collects family contribution amounts when applicable.
- F. The Arc of Erie County orders and tracks all equipment requests.

**ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
FAMILY DIRECTED RESOURCES PROCEDURE**

V. FUNDING GUIDELINES

- A. Funding shall be based on availability of funds.
- B. The allocation of dollars will be set on an annual basis by the Board.
- C. The contracting agency can authorize expenditures up to the allocation amount.

VI. PAYMENT INFORMATION

- A. Requests will be honored if funds are available and the request is consistent with the definition of approved services.
- B. Payments will be drawn from the calendar year in which services were rendered and not later than February 15th of the following year. All respite payment requests must be submitted within 30 days following the date of the respite service.
- C. The contracting agency will determine the family contribution.
- D. Family contribution for services will be paid by the family in agreement with the contracting agency.
- E. Original invoices, quotes, and / or receipts are required in order to process payments if applicable.
- F. Misuse of funds may result in the termination of FDR for one year.

VII. DENIAL OF SERVICES

- A. The individual / family does not meet eligibility or application requirements.
- B. The family has used all of the annual allocation.
- C. The family refuses to provide required documentation of income.
- D. The requested service does not reflect the mission of FDR.
- E. The services requested are not approved FDR services.
- F. The requested service is a typical expense incurred for a typical individual of the same age.
- G. Service was not rendered within an eligible FDR program year.
- H. The services should be paid for by another entity.

VIII. UNAPPROVED SERVICES

- A. Family vacations.
- B. Utility bills.
- C. Rent deposits, mortgages.
- D. Luxury items such as televisions, DVD's, video game systems, swing sets.
- E. Electronic devices including handheld devices.
- F. Regular maintenance and repair of approved items.
- G. Services that are reimbursable through another community resource or insurance provider.
- H. Typical expenses incurred for a child or adult of the same age.
- I. Damages to property.
- J. Educational services other than summer programming.
- K. Insurance co-pays and deductibles.
- L. Requests which do not meet the criteria for the category of service.
- M. Safety gates under age 3.
- N. Fencing.
- O. Specialized foods, formulas or supplements related to an allergy diagnosis.
- P. Preferences for organic foods, probiotics or supplements not specifically prescribed by a physician for a defined diagnosis that impacts development and nutritional intake.

**ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
FAMILY DIRECTED RESOURCES PROCEDURE**

IX. APPEAL PROCESS

All families have the right to appeal decisions, families may exercise their appeal rights in either an informal or formal manner. Families may choose to initiate either the informal and formal appeal process simultaneously.

- A. Informal Resolutions may occur by first contacting the contracting agency to resolve issues. If this method does not resolve the issue, a formal conflict resolution can occur.
- B. Formal resolutions shall follow the appeals process outlined in the Erie County Board of DD's Administrative Resolution of Complaint Policy.
- C. Requests to exceed category limits can be addressed in writing to the contracting agency and will be reviewed on a case by case basis. Decisions will be made based on the unique needs of the eligible individual.

X. CATEGORIES OF SERVICE

- A. Respite
 - 1. The request cannot exceed fourteen (14) continuous days.
 - 2. The request may be provided out of the county if not available in county.
 - 3. Respite is intermittent and does not occur while caregiver is at work or school.
 - 4. Services will be reimbursed at the community standard for similar types of services.
 - 5. Respite payments will not be reimbursed without the completion of all appropriate paperwork.
 - 6. Respite providers must be at least 18 years of age.
 - 7. Respite providers may not live in the family home.
 - 8. Respite providers are determined by the family as appropriate to care for their family member.
- B. Purchase or Lease of Adaptive Equipment (Requires a professional recommendation of a certified team member):
 - 1. Wheelchairs;
 - 2. Adaptive Strollers;
 - 3. Adaptive seating and supports;
 - 4. Communication devices;
 - 5. Feeding and food preparation items;
 - 6. Modified clothing;
 - 7. Adaptive or specialized switches;
 - 8. Specialized bathing and toileting devices;
 - 9. Modified tricycles;
 - 10. Weighted vests and / or blankets;
 - 11. Vehicle modifications;
 - 12. Sensory items;
 - 13. IPAD'S when used as a speech device, task scheduler and / or to complete daily routines (over age 3 only).

**ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
FAMILY DIRECTED RESOURCES PROCEDURE**

- C. Home Modifications (Require recommendations of PT, OT or other professional)
Permanent structural changes require three (3) estimates. Written approval from the landlord is required if change is being made to a rental property, including but not limited to:
1. Inside and outside ramps and walkways;
 2. Bed modifications (over age 3);
 3. Bathroom modifications;
 4. Specialized fire alarm equipment;
 5. Wheelchair ramps;
 6. Temporary modifications such as gates (over age 3);
 7. Window guards.
- D. Special Diets (Require a recommendation of a physician or registered dietician)
Food products and supplements that are required to meet nutritional needs beyond the typical developmental stage. A nutritional supports form is required for:
1. Commercial dietary supplements;
 2. Baby foods beyond 12 months of age;
 3. Blender / food processor for making pureed foods;
 4. Thickening agent related to a diagnosis that impacts development and nutritional intake;
 5. Gluten free foods related to a diagnosis that impacts development and nutritional intake;
 6. Probiotics prescribed by a physician for an identified diagnosis that impacts development and nutritional intake.
- E. Counseling, Training, and Education for Family
1. Educational seminars that have a direct focus on the individual's area of disability.
 - a) Registration fees for these opportunities are eligible at 100% cost.
 - b) Hotel room reimbursement is available not to exceed \$75 per day. (Does not include food, phone charges, or move rentals).
 - c) Mileage can be reimbursed at \$0.45 per mile not exceed a maximum of 200 miles per seminar.
 2. Individual or group counseling for family members and or caregivers to address concerns around the special needs of the eligible individual.
 3. Nutritional training for families.
- F. Transportation
1. Gas Cards- Out of county travel only:
 - a) \$25.00 maximum per round trip;
 - b) Verification of attendance at appointment is required.
 2. Reimbursement- in and out of county travel:
 - a) Reimbursement is \$0.45 per mile;
 - b) Reimbursement occurs after verification of attendance has been received.
 3. Transportation to / from specialized summer programs.
 4. Transportation to / from vocational opportunities.
 5. Taxi cab reimbursement.
 6. Public transportation reimbursements.

**ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
FAMILY DIRECTED RESOURCES PROCEDURE**

7. Tolls / parking fees in conjunction with reimbursements for approved appointments.
- G. Other
1. Diapers for a child beyond toilet training age (3+ years of age).
 2. Training or programming to aid the in developing skills for transition.
 3. Educational materials and developmental supports (up to \$300 year).
 4. Hotel accommodations related to necessary medical procedures and hospitalizations, not to exceed \$75.00 per day, reimbursement occurs after the stay.
 5. Other requests that do not meet other categories of service but meet the unique needs of the individual or family.