

Stone County Developmental Disability Board

Individual/Family Funding Policy

12/1/2017 (updated 2/8/2018)

Guidelines

The Individual/Family Funding Program is designed to assist Stone County individuals with developmental disabilities and their families to address unique habilitative and support needs that cannot be met with other revenue sources. The Individual/Family Funding Program is designed to complement, not take the place of existing funding sources, including such sources as Dept. of Mental Health, Vocational Rehabilitation, Dept. of Elementary and Secondary Education, Medicaid/Medicare/private insurance, local civic clubs and churches, local Community Action Agencies, etc. In addition, natural supports within the family as well as within the community should be identified prior to seeking financial assistance through Stone County Developmental Disability Board (“SCDDB”).

The SCDDB may, in its discretion, impose limitations with respect to individuals to be served and services to be provided. Such limitations shall be reasonable in light of available funds, needs of the persons and community to be served as assessed by the Board, and the appropriateness and efficiency of combining services for persons with various types of disabilities.

Funding shall be limited to \$2,000 per individual request, and up to \$3,000 total for a combination of services for each individual/family, per fiscal year. An exception to this policy may be granted by SCDDB vote. The SCDDB will not consider any requests for funding in cases where reimbursement is requested for previously-conducted transactions or agreements. All services or items must be approved prior to delivery. The Board will make payments directly to appropriate agency on behalf of consumers whose applications are accepted.

Requests for funding for individuals shall be submitted to the SCDDB office on the Individual/Family Request for Funding form, with signature by the applicant or legally responsible party (parent, guardian, etc.). Service Coordinators are expected to assist families and individuals as needed with completion and submission of the applications. All applications must be submitted through the individual’s Service Coordinator.

Reoccurring support expenses shall be authorized to coincide with the individual’s person-centered plan year, and the need for continuation as well as the possibility of accessing other funding sources for the support expense shall be reviewed when the person centered plan is renewed annually. Should additional funding be needed prior to the end of the plan year, an additional request for funding will be necessary.

Individual Eligibility

1. Eligibility Determination: In order to qualify for services or items funded through SCDDB, the individual must be evaluated and determined to be eligible for Division of Developmental Disabilities services through the Springfield Regional Office.
2. Residency Requirement: To qualify for services or items funded through SCDDB, an individual with developmental disabilities must have Stone County as his/her county of residence.

Utilization Review

Requests for funding of services and supports which include (or may potentially include) state or federal funding must be submitted by the Service Coordinator. All individual/family requests for funding solely through SCDDB shall be reviewed by the Board at least once a month at scheduled SCDDB meetings following the receipt of the signed application for funding. A minimum of 5 voting members are required at the SCDDB monthly meeting to review funding requests.

Utilization Review Guidelines

The following questions shall be considered in making decisions to fund individual requests:

1. Is the service/item that is being requested directly related to the person's disability? Is it something that would not be a need if the person did not have a disability, or is it something that persons without disabilities also need and that families typically provide for their children? (Examples: medical insurance, routine dental care, generic shelter/food/clothing expenses, daycare for children up to the age of 12, routine school expenses, etc.)
2. Is the provision of the needed service or item typically the responsibility of another governmental agency? (Examples: Social Security Administration, Division of Social Services, Medicaid, DESE, Voc. Rehab., Housing Authority, etc.) In these cases, the Service Coordinator shall assist the individual/family to contact and access the appropriate agency to obtain the needed service, support or item.
3. Is the service/item for which funding is requested a "need" rather than a "want"? To answer that question, consider the severity of consequences which may result if the service/item is NOT provided. Prescriptions for medical needs such as therapies, supplies, durable medical equipment and adaptive clothing/devices should be provided with the application.
4. Is the service or item requested consistent with the individual's person centered plan?
5. Have natural supports or other ways to meet the need been fully explored and accessed? Is the proposed solution the most cost effective way to meet the need? It is the Service Coordinator's responsibility to insure that all other potential supports and resources are explored and accessed prior to submission of an application for funding through SCDDDB.
6. Are there other funding requests that need to take precedence in light of available funding?
7. How much funding has the individual received from SCDDDB in the past? Are there other individuals with comparable level of need of supports who have received minimal funding through the SCDDDB in the past? In cases where funding is limited, persons who have received minimal past funding should have precedence over persons who have received significantly higher past funding when priority of need is the same for both.
8. If a request involved renewal of a service funded in the past year, is the reapproval of the funding at the same rate for the same service clearly justified? Were all authorized services for the past year fully utilized? Were the funded services effective in accomplishing the established objectives?

Utilization Review Decisions

The SCDDDB, after thorough review of a request, may take any one of the following actions by majority vote of the Directors in attendance:

1. Approve a request of up to \$2,000 for a specific item or service, and for up to \$3,000 total for a combination of services for one individual/family, for each fiscal year. This includes approval of a qualified individual for a Partnership for Hope Waiver slot since the County Board match for a slot should not exceed \$3,000 (20% of maximum exception cap allowed to Partnership for Hope waiver at \$15,000) and a combination of services may be accessed through a Partnership slot.
2. Approve funding for amounts that exceed the limits set forth in "1" above if there are well-documented extenuating circumstances and funds are available.
3. Refer a request back to the Service Coordinator for additional information to better support the request, to explore additional resources to meet the need, or to discuss alternative solutions or revised level of supports for the individual/family.
4. Deny the request based on the guidelines set forth above. In this case, a letter shall be sent by the Executive Director or SCDDDB chair or designee to the individual or legally responsible party that explains the reasons for denial of the service, within 10 business days of the SCDDDB decision. The individual or legally responsible party will have thirty days from the date of the letter to appeal the decision to the SCDDDB as per the appeal process stated below.

Emergency Needs

In case of emergency need for approval, the SCDDDB chair shall email a summary of the individual’s circumstances and request (containing no identifying information, to protect the individual’s privacy) to the Board members for their review. If the full Board is unable to meet, the Executive committee shall meet and review the request.

Waitlist

If a request is approved by the SCDDDB but there are insufficient funds available to address the need, the request shall be documented on the wait-list with the name of the individual, the service/item requested, the amount requested, and the date approved by the board. The requests on the wait-list shall be reviewed at least once per month to determine if any other funding may have become available or any other resources may have been discovered to meet the need. As funding becomes available, priority should first be given to those needs which impact safety and then to those needs which have been on the waitlist the longest period of time.

Appeal Process

If a request for individual/family funding is denied or the level of support is reduced by decision of the SCDDDB, a letter shall be sent to the individual or legally responsible party by the Executive Director or SCDDDB chair or designee within 10 business days of the decision, explaining the reason(s) for the denial. The individual or legally responsible party shall have 30 days from the date of the letter to appeal the SCDDDB decision, either by a written or verbal request for appeal delivered to the Executive Director or SCDDDB chair.

When a request for appeal of a SCDDDB decision is received, the Executive Director or Board chair shall schedule a closed session for the next regular scheduled SCDDDB meeting, during which the Board will hear the appeal. The Executive Director or Board chair or designee shall inform the individual or legally responsible party in writing of the time and location for the meeting and of his/her right to attend this closed session in order to present the request to the Board directly. The Executive Director or Board chair will also present the Board’s reasons for denying the request or reducing the level of support. The Board’s decision on the matter will be final and not subject to further appeal.

Effective Date

This policy/ ordinance shall be in full force and effect from and after the date of its passage and approval.

Chair, Board of Directors

Date

Attest: Secretary of the Board

Date