

HOW TO MAKE REQUESTS FOR FAMILY SUPPORT

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PRIOR APPROVAL IS REQUIRED for all requests. Enrollment into Family Support is not an approval of request. Nor is asking if something could be covered is considered as an approval. You must do appropriate paperwork and get approval Vouchers for items/services to be covered. In addition, although the maximum cap is \$2,500/\$4000 that does not guarantee funds will be available in the budget at the time of request or that all requests will be approved. Funds will be allocated on a first come basis. Family Supports also must review each request to ensure it is a specialized service or need.

RESPIRE (Using a Family Chosen Provider)

A Family Chosen Provider is someone you wish to establish as a respite provider for your family. This may be a family member, a neighbor, a friend, etc. If you are using a Family Chosen Provider, they first have to fill out a Family Chosen Provider packet. (If you have already done this please skip to the 3rd paragraph) To be a Family Chosen Provider there are some guidelines for this: they CANNOT live in the same household as you and they have to be 16 years of age with a valid driver's license.

Please make sure that a driver's license number is on the application because we do run a background check on them to make sure they have no felonies on their record. If the report comes back with felonies, they cannot provide respite for you and any voucher(s) mailed to you will become INVALID immediately. You may have as many Family Chosen Providers as you would like. Within the Family Chosen Packet, there is also a waiver for you to sign waiving us of any liability since they are not trained by our agency. Email or mail the packet, along with the Respite Request form back to the Family Support Coordinator.

When filling out the Respite or Daycare/Agency Request form (if you have multiple Family Chosen Providers you MUST fill out one form for each Provider). The sections you will fill out on this form are the top portion and the Respite Only portion. The hourly rate is \$10.00 and the max per day is 100.00 for anything over 10 hours.

Please Note Your Providers are not WCBDD employees. No taxes are removed from their checks, but if they are paid out 600.00 or more in a years' time they do receive a 1099 to turn in to IRS for that year's tax return as earned income.

Once approved, you will receive your Voucher(s). DO NOT start any respite until you received these voucher(s). They are to only be used within the date span seen at the top of the vouchers. Family will sign and give to the Provider to sign and for them to fill in dates of respite care on timesheet that will also be provided. Once completed mail or email both documents to the address at top of voucher. Voucher(s) will expire 45 days after the valid through date listed at the top of the voucher. If not submitted prior to expiration date, your voucher(s) will become invalid for payment

When you run low in voucher(s) or they have expired, just fill out another Respite or Daycare/Agency Request form to kick off more vouchers. If you don't use the voucher within the time frame they will expire and the monies will deposit back into your cap. If you know ahead of time that you won't be needing your vouchers, please contact me to release those funds.

RESPIRE (Using a DAYCARE OR AGENCY)

Fill out the Respite or Daycare/Agency Request form. The sections you will fill out on this form are the top portion and the Daycare/Agency portion. Please give hourly or weekly rate of your Daycare/Agency, along with your hours as each daycare/agency charges different prices. We can either reimburse you or pay Daycare/Agency directly.

Once approved, you will receive your Voucher(s). DO NOT start any Daycare/Agency until you received the voucher(s). Family will sign and give to the Provider to sign and for them to fill in dates of service on attached timesheet or they can attach an Invoice. If reimbursing you, sign the voucher and provide a receipt of payment. Once completed you or they can mail or email both documents to the Family Support Coordinator. Voucher(s) will expire 45 days after the valid through

date listed at the top of the voucher. If not submitted prior to expiration date, your voucher(s) will become invalid for payment.

When you run low in voucher(s) or they have expired, just fill out another Respite or Daycare/Agency Request form to kick off more vouchers. If you don't use the voucher(s) within the time frame they will expire and the monies will deposit back into your cap.

CAMP (Group activities: sports, swimming, horseback riding, karate, dance, gymnastics or any Camp facility)

Fill out Camp Request. Please give weekly or monthly cost along with the dates of Camp/Class. We can either reimburse you or pay Vendor directly.

Once approved, you will receive your Voucher(s). DO NOT start any Camp or class until you received the voucher(s). Family will sign and give to the Vendor to sign and for them to fill in dates of service or they can attach an Invoice. If reimbursing you, sign the voucher and provide a receipt of payment. Once completed you or they can mail or email both documents to the Family Support Coordinator. Voucher(s) will expire 45 days after the valid through date listed at the top of the voucher. If not submitted prior to expiration date, your voucher(s) will become invalid for payment.

ADAPTIVE EQUIPMENT

Fill out Request for Services form. Make sure all required information is attached otherwise this will hold up your approval date. We can either reimburse you or pay Vendor directly. You fill out the top portion of page 1 and the therapist/doctor fills out bottom of page 2 and writes a letter of need on what items are needed and how it will help them on page 3 or attach a typed letter if they like. Include a list of what is being requested and from where you found them. The list will need quantity, item #'s and name of item. If you have used a vendor that I work with, I will order items for you and have them delivered to your home. If they were from a vendor that does not accept Purchase Orders for ordering, we would have to do as a reimbursement to you.

Once approved, you will either receive your Voucher(s) or receive notification from FS Coordinator that the items have been ordered. DO NOT purchase items before you receive your approval. If reimbursing you, sign the voucher and provide receipt of payment. Once completed you can mail or email documents to the Family Support Coordinator. Voucher(s) will expire 45 days after the valid through date listed at the top of the voucher. If not submitted prior to expiration date, your voucher(s) will become invalid for payment.

HOME MODIFICATIONS

Fill out the Request for Services form. You fill out the top portion of page 1 and the therapist/doctor fills out bottom of page 2 and writes a letter of need on what modification is needed and why. Then you get two quotes from the Contractors that could be doing the work for you. Attach all to the request and send to FS Coordinator. Since most Construction Companies do not accept Purchase Orders, we would have to do as a reimbursement to you.

Once approved, you will receive your Voucher and the modifications can start at that time. DO NOT start or pay before you receive your approval. Sign the voucher and provide receipt of payment. Once completed you can mail or email documents to the Family Support Coordinator. Voucher(s) will expire 45 days after the valid through date listed at the top of the voucher. If not submitted prior to expiration date, your voucher(s) will become invalid for payment.

THERAPY

Fill out Request for Services form. You fill out the top portion of page 1 and be sure to fill out who is to be paid so we can do the direct pay or reimburse you. Give pricing per month on page 2. Have the place you are getting therapy fill out bottom of 2nd page and write the letter of need for the therapy on the 3rd page or they can attach a copy of the evaluation defining the therapy needs. Make sure all required information is attached otherwise this will hold up your approval date. As we do cover therapy, we do not cover any evaluation costs. If reimbursing you, fill out attached Family Reimbursement w9: Leave box 2, 3, 4 and 7 blank. Since this is for reimbursements only, this

does not affect your taxes in any way. Fill in Box 1, 5 and 6. Fill in Social security number in Part I and sign and date in Part II.

Once approved, you will receive your Voucher(s). DO NOT start any therapy until you received the voucher(s). Family will sign and give to the Provider to sign and for them to fill in dates of service or they can attach an Invoice. If reimbursing you, sign the voucher and provide a receipt of payment. Once completed you or they can mail or email documents to the Family Support Coordinator. Voucher(s) will expire 45 days after the valid through date listed at the top of the voucher. If not submitted prior to expiration date, your voucher(s) will become invalid for payment.

When you run low in voucher(s) or they have expired, just fill out a Voucher for Services Request form to receive additional Voucher(s) for therapy that have already been established. If you don't use the voucher(s) within the time frame they will expire and the monies will deposit back into your cap. If you know ahead of time that you won't need your vouchers, please contact me to release those funds.

SPECIAL DIET and DISPOSABLE ITEMS

Special dietary needs funding definition is limited to specialized vitamins, dietary supplements, thickener and feeding tube items. We cannot cover the cost of daily nutrition/food items that would be required for all individuals – we can only cover specialized items noted above.

Disposable items examples are diapers, pull-ups and wipes. For this to be approved the enrolled Individual has to be 3 years of age or over to qualify.

Fill out Request for Services form. You fill out the top portion of page 1 and give cost per month on page 2. The therapist or doctor fills out bottom of page 2 and writes a letter of need on what items are needed and why due to their disability on page 3 or attaches a typed letter if they like. Who do you want paid? We can do 1 of 2 ways. Either we can reimburse you and you can purchase anywhere or we have an account set up with Kroger's that you can purchase there with no out of pocket for you. You had simply get your items take them to the service desk and give them the voucher for payment per week or monthly however often you like to purchase them.

Once approved, you will receive your Voucher(s) from FS Coordinator. DO NOT purchase items before you receive your approval. If reimbursing you, sign the voucher and provide receipt of payment. Also, be sure no other items but those approved are on your receipts. If more items are on the receipt(s), your reimbursement will be invalid for payment. Once completed you can mail or email documents to the Family Support Coordinator. If buying items at Kroger's, you simply sign the voucher and give to clerk at the Service Desk. They will ring up your items, keep the voucher and turn that into me for payment.

When you run low in voucher(s) or they have expired, just fill out a Voucher for Services Request form to receive additional Voucher(s) for items that already have been established. If you don't use the voucher within the time frame they will expire and the monies will deposit back into your cap. If a voucher expires before you send to me for payment you run the risk of that voucher not getting paid/reimbursed.