

Madison County Board of Developmental Disabilities

Policy Manual

Chapter 23

Critical Needs Funding

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2300 PURPOSE

The Madison County Board of Developmental Disabilities, herein known as the Board, is willing to consider financially supporting critical needs of the individuals that we serve by utilizing local funds generated from our local tax levies. As these funds are very limited, only critical needs that are related to the health and welfare of the individual, and needs that cannot be met by other funding means will be approved. The Board will establish an annual amount to be placed in this fund and used for purposes described in this policy and will review and revise this amount as needed and at least annually. The Board may also place annual limits that any one individual and/or family may receive from this fund.

2301 OBTAINING SERVICES

- A Requests for services shall be initiated by the family or by someone on their behalf. The request for services shall be honored if funds and services are available and the request is consistent with this policy. The Board will work with the family to obtain supports and services. At the family's request, the Board will assist the family in developing individual plans and strategies for supports. Services provided in accordance with this policy will be considered a component of the individual planning process.
- 1) In regards to respite care the family, the Board and the provider shall enter into an agreement in regards to maintaining any day program or other supports the individual receiving respite may be involved in.
 - 2) If the individual is enrolled in a day program, and respite will be taking place out-of-home, effort will be made to arrange a placement within the service area of the day program. If this is not possible, it is up to the family to decide whether respite care or daytime programming is most important under the circumstances. It is the family's responsibility to arrange for any needed change in transportation and informing the day program of the change.
- B The family's request for education, training or counseling for members of the family, adaptive equipment, special diets or home modification shall be supported through the active involvement of the Board to determine that the requested service is needed to improve the living environment or facilitate the care of the individual. Documentation of need by professionals familiar with the individual and/or family may be necessary. The family shall be responsible for obtaining and providing documentation requested.
- 1) In the case of home modification requested for a rental property, written agreement by the owner of the property allowing the modification is required. In addition, in cases where the modification is permanent, the owner of the property will be encouraged to support a portion of the modification costs.
 - 2) In the case of home modification, a written quote by an approved provider must be submitted by the family for consideration.
 - 3) In the case of adaptive equipment, the provider shall submit a purchase order listing services to be provided and all price quotations.
- C Services may be provided in a county other than Madison County, Ohio, however, the Madison County Board of DD reserves the right to determine that providers meet the requirements specified in rule.

- D Services may be provided by agencies or persons other than the Madison County Board of DD including, but not limited to, independent providers in the community.
- E The family may request an approved provider list from the Madison County Board of DD or they may recommend a provider to be considered for approval.
- F A Family Selected Provider is selected by the family to provide the needed services. The family may waive all training and background checks on the individual referral. The family may also negotiate any rate acceptable to the provider not to exceed the maximum amount paid to a Board Approved Provider. To be assured of reimbursement, the family shall obtain prior approval from the Madison County Board of DD of the provider and the estimated cost of the service before agreeing to or signing a contract for the services.
- G Upon approval of the request for Critical Needs Funding, the family shall be notified of the amount approved. The family shall present the notification along to the provider when the service has been received or at a time otherwise mutually agreed to.
- H The provider and parent/guardian shall sign the authorization form/time sheets supplied by the Madison County Board and send to the County Board who shall pay the costs within 45 days after the provider submits it.

2302 MAXIMUM REIMBURSEMENT

- A. The amount approved for an individual who is eligible for Board services shall not exceed the level approved by the Board each year.
- B. A family that has more than one family member who is eligible for Board services may be reimbursed an additional amount beyond the basic level imposed.
- C. When extraordinary circumstances exist, as determined by the Family Support Services Director in conjunction with the Superintendent (or his designee), The Board may reimburse a family at a level greater than that of the maximum annual reimbursement.
- D. The Board may limit a family's reimbursement to an amount that is less than the maximum allowed if sufficient funds are not available.

2303 REIMBURSEMENT SCHEDULE

- A. In determining the co-pay, if any, the TAXABLE income for the prior year of the family with whom the eligible person resides, shall be utilized. The person or persons shall certify the income by his/her/their signature. As used herein, "taxable income" has the same meaning as it has for federal income tax purposes. Should the family not be required to file an income tax form, that fact shall not affect their eligibility for services provided according to this rule and the family shall not be liable for contribution for reimbursable services. If the taxable income of the family for the year in which services are requested is less than the taxable income for the prior year on which reimbursement is normally based, the projected taxable income for the current year shall be considered available to the individual. The family requesting reimbursement shall be solely responsible for reporting a change in income. Notification of income change will be sent to families on an annual basis to assist with documenting any changes. The Board may consider extenuating circumstances in the determination of co-payment.

- B. The percentage of the family's co-pay will be determined according to the following schedule:

<u>TAXABLE</u>	<u>FAMILY CO-PAY</u>
\$45,000 OR LESS	0%
\$45,001 TO \$65,000	15%
\$65,001 TO \$85,000	30%
\$85,001 & OVER	50%

- C. Identifying other Resources for Payment of Services:

- 1) Critical Needs Funding should be considered the payment of last resource. Families are to utilize other funding available to pay for supports they request through this program. To assure that occurs, the coordinator will ask the family about coverage through 3rd party private insurance, Medicaid, Medicare, public health departments, civic organizations, etc.
- 2) Since potential funding sources are numerous, the family could spend a great deal of energy seeking alternative funding and come up with nothing. The County Board Employee assisting the family should use common sense about having a family "jump through too many hoops". If other resources exist, then the County Board should assist in identifying them.

2304 APPROVAL PROCESS

All requests for Critical Needs Funding will be made on the Critical Needs Funding Request Form.

In the event that the individual or the family member cannot complete the form the individual' Support Services Coordinator or other representative of the Board will assist them in them in completing the form. All requests will be submitted to the Request Review Committee.

- A. The Request Review Committee will review the request and may authorize expenditures up to the Board approved allocation per family per year. All requests will be forwarded to the Family Support Services Director for final approval.
- B. Notification will be made to the individual and or family member in writing expressly detailing the amount approved, the services to be purchased/provided, and include the approved agency or individual that will be providing the services.
- C. Notification for all denials will be provided to the individual and or family member in writing no later than 10 working days after the request is made.

2305 TRACKING

The Request Review Committee Chairperson will maintain a tracking log of all requests, approvals, denials and expenditures made through the Critical Needs Fund. Tracking will be shared with the Superintendent at least twice a year and the Board at least one time a year.