

# Family Support and Personal Needs Funding Guidelines

## Respite Services (\$2,000 Annual max):

- Respite should be considered occasional 1:1 care provided when the primary caregivers are not available .
- The primary caregiver chooses the care provider, rate of pay (not more than \$12.00/hr) and hours of care.
- Hours of care must be between 6:00am- 10:00pm.
- The CDDO will reimburse the primary caregiver directly for the respite, based on the timesheet completed/ signed by the caregiver.
- If respite is being requested during times while the primary caregivers are working or going to school, they must be denied DCF Child Care Assistance before requesting reimbursement for respite.
- Maximum allowable hours per month of respite reimbursement cannot exceed 20 hrs/month
- Respite may not be provided during time when school is in session
- Respite reimbursement must be submitted to the CDDO no later than 60 days after the last date of services.
- Care providers of respite must be 16 years of age or older.

## Summer Care (\$3,000 Annual max):

- Summer Care for school-aged children should be based on the consistent need for a care provider while the primary caregivers are working, going to school or otherwise unable to provide care.
- The primary caregiver chooses the care provider, rate of pay (not more than \$12.00/hr) and hours of care .
- Hours of care must be between 6:00am-10:00pm.
- If Summer Care is being requested during times while the primary caregivers are working or going to school, they must be denied DCF Child Care Assistance before requesting reimbursement for care.
- A tentative schedule for Summer Care must be submitted to the CDDO for prior approval, which includes average hours per week, number of weeks for the summer and rate of pay to the caregiver.
- After the CDDO has determined an initial approval of funds, reimbursement requests can be submitted based on the timesheet completed/signed by the caregiver
- Summer Care reimbursement must be submitted to the CDDO no later than 60 days after the last date of services.
- Care providers of respite must be 16 years of age or older.
- No more than 40 hours per week can be reimbursed for the same caregiver of summer or respite care

## Disability Camp (up to \$500 Annual Max)

- Available for disability-related/Special needs camp or activities
- Funds must be requested prior to attendance
- Funding does not cover membership, activity or educational fees which may be charged by a program
- Funds will be paid directly to the camp/program

## Diapers/Pull-up/Wipes (\$1000 Annual Max):

- Available to children not potty trained between the ages of 3 - 5, over the age of 5 without Medicaid Insurance or adults over the age of 21 without Medicaid Insurance
- The CDDO can purchase the products (most often tax exempt) and have them delivered to the family home. If the family chooses to purchase their own and be reimbursed, a copy of the original receipt must be submitted with the request.

## Personal Needs Funding (\$2,000 Annual max):

- Other disability related needs which would be an out-of-pocket cost to an individual or family may be considered
- Items/products must not be funded by other sources and would benefit the disability of the individual directly
- Requests must include a Letter of Medical Necessity/Professional Recommendation/Prescription from someone currently providing services to the individual

*Funding is allocated for the fiscal year beginning July 1<sup>st</sup> through June 30<sup>th</sup>*

*Targeted Case Managers must submit all Funding requests to the CDDO on behalf of the family.*

*Funding Requests are reviewed the 2<sup>nd</sup> and 4<sup>th</sup> Friday of every month and checks are processed on the 1<sup>st</sup> and 15<sup>th</sup> of every month*