

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 no later than 30 days after last date of services.
- If respite is being requesting 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 annually.
- 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 30 days after the last date of services.
- Care providers of respite must be 16 years of age or older.

Disability Related Camp (\$3000 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 or over the age of 5 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
- Sensory/Therapy Equipment will have an annual cap of \$250 per fiscal year

***Funding is allocated for the fiscal year beginning July 1st through June 30th
Targeted Case Managers must submit all Funding requests to the CDDO on behalf of
the family.***

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