

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

FUNDING GUIDELINES

Policy Origination: July 1, 2000
Revision Effective: July 1, 2018
Revision Approved: November 16, 2017
Policy Reviewed: November 16, 2017

STRATEGIC PLAN

The DDRB's Strategic Plan guides funding decisions. The plan is reviewed annually and revised every 3 – 5 years. The plan is the result of a comprehensive planning process that includes input and guidance from all stakeholders. These stakeholders include, but are not limited to, individuals with developmental disabilities, family members, agency staff and board members, community leaders and funding partners.

ELIGIBLE SERVICE RECIPIENTS

Individuals with developmental disabilities as defined in Missouri Revised Statutes, and residents of St. Charles County, are eligible to receive services funded by the DDRB. A DMH/DD I.D. number or a DDRB assigned number is needed to invoice the DDRB for services provided. Funded agencies shall not utilize DDRB funds to provide services to ineligible recipients.

Below is the list of individuals/criteria who are eligible service recipients and the required information for verification:

Individuals Eligible for DMH/DD Services

The **Agency** must acquire the individuals DMH/DD I.D. number. DMH/DD I.D. numbers can be obtained from family, case manager (service coordinator) or DDRB Accounts Specialist. The **Agency** must verify residency in St. Charles County.

Individuals Appealing DMH Ineligibility Decisions

For an individual determined ineligible for DMH Services (at time of initial DMH application or at ages 5, 18 and 21, when each DMH/DD customer's eligibility is re-determined by DMH/DD) who is appealing the ineligibility decision; the **Agency** must submit the Request for DDRB Number form to notify the DDRB that the individual's status is to remain active in the DDRB system and services can continue to be billed until the final DMH/DD appeal review decision. If an individual is determined ineligible and is not appealing, DDRB services cannot be billed.

Employees of the Sheltered Workshop certified by DESE

The **Agency** must submit the **DESE Certification** information, with a reference to a developmental disability diagnosis, along with the Request for DDRB Number form. A DDRB assigned number will be given to individual.

Children ages 0 to 3rd birthday who are currently or were enrolled in MO First Steps

The **Agency** must submit the child's current or prior *MO First Steps Individualized Family Support Plan (IFSP)*, page 1 only, with the Request for DDRB Number form. A DDRB assigned number will be given to the individual.

Other Individuals

The **Agency contract** with the DDRB will specify any exceptions for individuals not meeting the above criteria and will also note the required documentation and verification process to acquire a DDRB assigned number. A DDRB assigned number is temporary pending DMH eligibility determination.

Case Management/Service Coordination

To access several DDRB-funded services, it is required that the individual have an assigned DDRB case manager or DMH service coordinator. Such services are: ILA, adaptive equipment, center based and in-home respite, emergency housing assistance (EHAP), residential start-up, conference stipends, etc.

DMH/DD Eligibility Re-determination at Ages 5, 18, and 21

The re-determination process is required by DMH and typically individuals will only be informed of this review process if their diagnosis or functional limitations appear to no longer meet eligibility requirements. Individuals who were once found eligible for DMH/DD services, but decided to discontinue DMH/DD services at any age prior to 21, are required to reapply at ages 5, 18 or 21, therefore their services cannot be billed until they re-apply and are again found eligible.

It is the agency's responsibility to understand and comply with current Regional Office, Missouri First Steps and DESE eligibility requirements.

The Department of Mental Health currently uses the following state statute to determine eligibility.

Section 630.005(9) RSMo

"Developmental disability", a disability:

- (a) Which is attributable to:
 - a. Intellectual disability, cerebral palsy, epilepsy, head injury or autism, or a learning disability related to a brain dysfunction; or
 - b. Any other mental or physical impairment or combination of mental or physical impairments; and
- (b) Is manifested before the person attains age twenty-two; and
- (c) Is likely to continue indefinitely; and
- (d) Results in substantial functional limitations in two or more of the following areas of major life activities:
 - a. Self-care;
 - b. Receptive and expressive language development and use;
 - c. Learning;
 - d. Self-direction;
 - e. Capacity for independent living or economic self-sufficiency;
 - f. Mobility; and
- (e) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, habilitation or other services which may be of lifelong or extended duration and are individually planned and coordinated..."

REQUESTS TO THE BOARD

Agency correspondence for Board consideration must be received, at the DDRB office, two weeks prior to the Board meeting to ensure placement on the Board meeting agenda.

AGENCY APPLICATION

The DDRB contracts with agencies to provide services and supports for St. Charles County residents with developmental disabilities. The fiscal year is July 1st to June 30th. The annual application is approved by the Board. All applications include the following forms: Application for Funds, Financial Application and Board Resolution. If applicable, applications could also require a Funding Justification and/or Capital Request forms. All forms with instructions can be found on the DDRB Agency Portal.

Requests to the Board should describe how the capital funding or service supports the program that provides a controlled work environment, or is designed toward enabling an eligible person to progress toward normal living, or to develop his or her capacity, performance, or relationships with other persons, or provide services related to a place of residence or social centers for eligible persons, or is connected or associated with vocational training, vocational teaching, vocational activities, vocational workshops, and/or residential facilities.

FISCAL POLICY

1. *Funds Available:* Each year the DDRB sets a budget of available funds. Funds available include, but are not limited to, tax revenue, interest and other income.

2. *Funding Priorities:* Each year, the DDRB establishes funding priorities for the following year. Priorities may include market rate adjustments, service expansion, and priority service development.

REVENUES

Agencies receive funding from a variety of sources including, but certainly not limited to: Parent Fees, Fund Raising/Donations, Grants, Department of Mental Health, Medicaid Waiver, Missouri Division of Vocational Rehabilitation, Department of Elementary and Secondary Education, United Way, and local school districts. Agencies are expected to maximize funding from all other sources before applying for funding from the DDRB.

FUNDING CLASSIFICATIONS AND RELATED POLICIES

The following identifies and defines the funding classifications and references related policies (if applicable).

Operational Funding

Defined as on-going program operating expenses. There are two types of operational funding available: Purchase of Service and Reimbursement

A. Purchase of Service

Specific, well-defined units of service are provided to St. Charles County citizens with a developmental disability, for a mutually agreed to unit cost.

1. The DDRB will negotiate a unit cost rate annually based upon the following information:
 - a. Most recent independent audited unit cost
 - b. Previous year's costs, and utilization and variance
 - c. Funding from other partners if applicable
 - d. Other funding sources' unit rate for comparable services
2. Once the negotiated Purchase of Service rate is agreed upon, the service shall not be eligible for a unit cost adjustment for the remainder of the contract period
3. If the negotiated Purchase of Service rate reflects an overpayment according to an annual audit and DDRB staff review, the DDRB Finance Committee will review the overpayment utilizing Board approved criteria and may recommend to the full DDRB a repayment and/or a rate adjustment for the current year. If the negotiated Purchase of Service rate is a percentage of the full unit rate, the DDRB staff will apply that percentage to the audited unit rate to determine if an overpayment has occurred. If such overpayment has occurred, the DDRB Finance Committee will review the overpayment, utilizing Board approved criteria, and may recommend to the full DDRB a repayment and/or a rate adjustment for the current year.

B. Reimbursement

A percentage of total budget reimbursement for actual expenses incurred or a specific line-item reimbursement.

1. For programs that will be provided to participants who live outside of St. Charles County or to participants without a developmental disability, the DDRB will adjust the base operating program expenses to reflect the percentage of St. Charles County participants with developmental disabilities or the percentage of units utilized by St. Charles County participants.

2. For grants that reimburse a percentage of total budgets for actual expenses incurred, line item delineation is not required.
3. For grants that reimburse an agreed upon specific line item, line items of reimbursement must be delineated.
4. All reimbursement contracts will be taken out to two decimal places. Example: 62.34%
5. If the negotiated Reimbursement rate reflects an overpayment according to an annual audit and DDRB staff review, the DDRB Finance Committee will review the overpayment utilizing Board approved criteria and may recommend to the full DDRB a repayment and/or reimbursement rate adjustment for the current year.

Capital Funding – See Capital Funding Policy

Items and/or services requested for reimbursement one-time.

1. **Capital:** Specific program or administrative requests for one-time funding necessary for the delivery of supports.
2. **Equity Investment:** Grants for major capital items, up to 25% of cost.
3. **National Accreditation:** Expenses up to 100% for costs associated with initial or start-up surveys.

Emergency Request

If the Agency experiences an “emergency”, an increase may be requested. An “Emergency” is defined as an unforeseen combination of circumstances calling for immediate action. This means there should be a root cause or event that can be identified, not as a result of poor planning. A written request with justification of the increase must be submitted to the DDRB. The DDRB will consider the request at their next scheduled meeting. Approval will be based on need and available funds.

Requests to the Board must be received in writing, at the DDRB office, at least 2 weeks prior to the Board meeting to ensure placement on the Board monthly agenda. A Board Resolution is required and must be submitted with the Emergency Request.

Pilot Project – See Pilot Project Policy

New Programs may be considered by the Board as determined by the annual priorities. A letter of intent is required to determine if a full application is needed for Board consideration. Total DDRB budget for pilot projects is determined by the availability of funding, after operation and capital/one-time funding is considered.

Summer Programs

For summer programs that cross over two fiscal years, agencies may request an automatic renewal option in their contract, subject to appropriation.

For summer programs that experience an increase in demand after the annual application deadline, agencies may submit an amended application by May 1 to request approval for additional individuals. If May 1 falls on a weekend, the amended application is due the next business day.

ALLOWABLE EXPENSES

- 1. Program Expenses:** Program expenses are the expenses directly related to providing the program. Such expenses would include: salaries, rent, supplies, travel costs, depreciation, etc. Salaries include direct contact staff and program administrators responsible for the specific program. Social workers or other individuals who work directly with customers may be allocated as a program expenses across several programs.
- 2. Administrative Expenses:** Administrative expenses are for activities and personnel not directly related to providing programs. These expenses include: management and general expenses and membership development, but exclude any direct expenses for fundraising/development. Personnel included in administrative expenses include, Executive Director, Assistant Executive Director, Human Resource Director, Financial Director/Staff, Receptionists and Administrative Assistants to administrative staff.

If administrative staff also direct specific programs, a percentage of their expenses may be allocated as a program expense. Please include a note of explanation, if this is the case.

Allocation of administrative expenses by program on the Application for Funds should be consistent with allocations included in Unit Cost Reports, if applicable.

- 3. Depreciation:** is an allowable operational expense. Depreciation expense should be determined using GAAP (generally accepted accounting principles) and will be validated each year by the agency's annual audit. Each agency should have a depreciation schedule (a listing of fixed assets and their depreciation expense for the next XX years) of currently owned fixed assets. The combined depreciation expense for fixed assets allocated to a DDRB funded program is to be included in an agency program budget.

Due to the unique aspects of depreciation expense, it is highly recommended agencies contact the DDRB Finance Director to help determine the amount of depreciation for which each program is eligible. Agencies must contact the DDRB Finance Director the first time depreciation is included in a DDRB funded program budget.

- 4. Other non-cash items:** are not allowable capital operational expenses.

INVOICING/PAYMENTS

Agencies submit invoices as outlined and approved by the Board via the signed contract to purchase and provide services. DDRB staff reviews invoices and make payments for services per the annually approved agency contracts. The DDRB Treasurer, President, Vice President or Secretary signs all agency/DDRBR staff checks.

Payment Cycle:

Checks will be issued the first and third week of each month. Invoices received ten days prior to the first and third week will be processed and paid.

Invoicing Formats:

Agencies are required to use the DDRB Agency Portal (portal.ddrb.org) to bill operational grants.

Fiscal Year End Deadlines: All final fiscal year invoices for services rendered must be received by on the agency portal on August 15. Invoices received after August 15 will not be paid. If August 15 falls on a weekend, invoices are due on the next business day by close of business.

Carryover Requests All carryover requests, operations and capital, must be received by the DDRB office by close of business on June 1. Carryover requests received after June 1 will not be considered. A postmark will not suffice. If June 1 falls on a weekend, carryover requests are due on the next business

day by close of business. The carryover request must include the description of what the carryover is for, item, purpose and timeline for purchase. Capital/One-Time funding may not be carried over for more than one fiscal year.

AGENCY ELIGIBILITY & REQUIREMENTS

1. "The Board may contract with any not for profit corporation, including any corporation which is incorporated for the purpose of implementing the provisions of sections 178.900 to 178.970, RSMo, for any common services, or for the common use of any property of either group." (205.970, No. 6.) This does not prohibit the Board from contracting with other organizations or individuals.
2. Agencies are responsible for reading their contract in entirety. If contractual obligations are not upheld, payments will be withheld from the agency until the issue has been rectified.
3. The Agency will perform the services and carry out the activities as set forth in the targets and milestones of the Application For Funds. Board approved contract changes (deletion/addition of units or funds, etc.) will be sent to the agency via written letter from the Program Director or Finance Director and considered a part of the agency's contract.4. The Agency agrees to submit all required documentation by the deadline outlined in the contract. If the deadline falls on a weekend the item(s) are due the next business day. Annual Deadlines include:
 - a. Application for Funds (varies): Application for Funds, Financial Application and Board Resolution; If applicable, Funding Justification and Capital Request. The due date is available on the Application Timeline and changes annually.
 - b. Audit, Management Letter and required IRS Form 990 (June 30 or December 31): Agencies with a fiscal year ending December 31 are due June 30. Agencies with a fiscal year ending June 30 are due December 31.
 - c. Semi-Annual Reports (January 31): Agencies must submit a Semi-Annual Program Report and Semi-Annual Financial Report reporting on July - December of the fiscal year.
 - d. Corporate Information (January 31): Annually the agency must submit and/or update the following information held on file at the DDRB:
 - 1.) Agency By-Laws
 - 2.) Articles of Incorporation
 - 3.) Current Certificate of Corporate Good Standing
 - 4.) Certification(s)
 - 5.) Accreditation Certificate(s) and Report(s)
 - 6.) Licensing Certificate(s)
 - 7.) Board Roster, including
 - 8.) Mission Statement and Strategic Plan
 - 9.) Most Current Audit and IRS Form 990
 - 10.) Audited Program/Unit Cost Report
 - 11.) Annual Report (if available)
 - 12.) Insurance
 - 13.) Agency Contact Information
 - e. End of the Year Reporting (August 15): Agencies must submit an End of the Year Program Report and End of the Year Finance Report reporting on July – June of the fiscal year.
5. All individuals receiving services funded by the DDRB must annually sign a Client Information Release Form. The Agency is responsible to secure the form and maintain a copy in the client's file.
6. Any written notice or communication to the DDRB shall be mailed or delivered to the Developmental Disabilities Resource Board of St. Charles County, 1025 Country Club Road, St. Charles, MO 63303.

APPEALS PROCESS FOR AGENCIES

To appeal a decision made by the DDRB the agency must complete the following procedures:

- a. The Board of the Agency must vote at a Board meeting to appeal the decision of the DDRB.
- b. Within 60 days of the DDRB's decision, a letter must be received by the DDRB from the President/Chair of the Agency stating the Agency's decision to appeal and a copy of the minutes of the Board meeting stating the vote of the Board to appeal.
- c. The letter from the President/Chair of the Agency must state, in specific terms, the reason(s) for the appeal.
- d. The DDRB will review the appeal and provide a written response within 60 days from receipt of appeal.