

DEVELOPMENTAL DISABILITIES RESOURCE BOARD FUNDING REQUIREMENTS

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The DDRB's annual Strategic Plan guides funding decisions. 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. Each year the DDRB sets a budget of available funds. Funds available include, but are not limited to, tax revenue, interest and other income. The DDRB also establishes annual funding priorities which may include market rate adjustments, service expansion, and priority service development.

DDRB 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. After the age 5, if the individual is determined eligible by DMH they remain eligible for DDRB services. Annually, the agency must verify residency in St. Charles County and maintain documentation in the individual's record. Funded agencies shall not utilize DDRB funds to provide services to ineligible recipients.

Department of Mental Health (DMH/DD) Criteria for Eligibility per state statute 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..."

Below is the list of individuals/criteria who are eligible service recipients and the required information for verification (it is the agency's responsibility to understand and comply with current DMH, Missouri First Steps and DESE eligibility requirements):

Individuals Eligible for DMH/DD Services

Agencies 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. A DMH/DD I.D. number or a DDRB assigned number is needed to invoice the DDRB for services provided.

Individuals with DESE Certification and Employees of the Sheltered Workshop

Agencies must acquire the *DESE Certification* information, with a reference to a developmental disability diagnosis, and submit with the Request for DDRB Number form to obtain a DDRB assigned billing number for the individual.

Children ages 0 to 3rd birthday currently or previously enrolled in MO First Steps

Agencies 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 to obtain a DDRB assigned billing number for the individual. After 3rd birthday, the individual is not eligible for DDRB services until determined eligible by DMH.

Individuals in Application Process or Appealing DMH Ineligibility Decisions

An individual determined ineligible and not appealing the decision with DMH cannot be billed for DDRB services. An agency that chooses to provide services for an individual who is in the application process or is appealing an ineligibility decision made by DMH, is encouraged to track units of services provided. The agency may back-bill for those units (within the current fiscal year only) if the individual is deemed eligible.

Other Individuals

An agency contract with the DDRB will specify any exceptions for individuals not meeting the above criteria and will note required documentation and verification needed to acquire a temporary DDRB billing number.

AGENCY ELIGIBILITY, CONTRACTING & PERFORMANCE

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. Funded agencies are responsible for reading their contract in entirety. If contractual and reporting obligations are not upheld, payments will be withheld from the agency until the issue has been rectified.
3. Agencies will perform the services and carry out the activities as set forth in the targets, National Core Indicators and Key Performance Measures of the Application For Funds - Program. 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. DDRB Quality Standards are listed on the DDRB Website and serve as the guide for agency reviews performed by the DDRB Finance and Program staff.
5. DDRB Policies and Procedures, Annual Application Timetables and Reporting Requirements are located on DDRB website DDRb.org.

APPLICATION FOR FUNDS

The DDRB contracts with agencies to provide services and supports for St. Charles County residents with developmental disabilities. The fiscal year is July 1 to June 30. The annual application is approved by the Board. All applications include the following forms: Application for Funds – Program and Financial, Board Resolution, Lapse Projection (if currently funded) and Unit Cost Comparison. If applicable, applications also require a Funding Increase Justification and/or Capital Request forms.

Agencies are required to meet annually with the Program and Finance Directors to review their performance, contract compliance and application for funds. Agencies submit applications, required reports and forms on the Agency Portal (accessed with an assigned login and password). Application timelines with due dates are listed on the DDRB website. The portal is accessed via a link at the bottom of the home page of the DDRB Website. Letters of intent to apply for funds for pilot projects (new programs) from a new or currently funded agency are submitted in writing to the Program Director.

All requests to the Board should describe how the service or capital funding 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.

FUNDING CLASSIFICATIONS AND RELATED POLICIES

Agencies are expected to maximize funding from all other sources before applying for funding from the DDRB. 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.

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 negotiates a unit cost rate annually based upon the following information:
 - a. Most recent independent audited unit cost
 - b. Previous year's costs
 - c. Funding from other partners if applicable
 - d. Other funding sources' unit rate for comparable services
2. Overpayment: refer to Agency Contract regarding repayment of POS rate overages.

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

1. For programs supporting participants who live outside of St. Charles County or without a developmental disability, the DDRB adjusts 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. Overpayment: refer to Agency Contract regarding repayment of Reimbursement rates.

Capital Funding – See Capital Funding Policy

Pilot Project – See Letter of Intent Guidelines

A Pilot Project is defined as a new program or service in St. Charles County that tests a concept so learning can be shared with the community. A pilot project allows the flexibility to prove ideas and/or concepts while sharing the financial risk of conducting the pilot. Due to this flexibility, Pilot Projects may remain in "pilot status" for an undefined period of time. Pilot Projects are typically recommended to move into general operations once the project has achieved all of its program targets as defined in the agency's Program Application for Funds. A Letter of Intent is required.

Emergency Funding Request

If an 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.

Summer Program Funding

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

If summer programs 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.

Carryover Funding Request

All written carryover requests, operations and/or capital, must be received at the DDRB office by close of business on June 1. A postmark will not suffice. Carryover requests received after June 1 will not be considered. 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.

Allowable Expenses

1. Program Expenses: are 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: are expenses 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 Audited Unit Cost Reports, as applicable.

3. Depreciation: is an allowable program 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 expenses, 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 expenses.

DOCUMENTATION & REPORTING

1. Agencies agree 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. A full list of all required reports and the annual due dates is available on the DDRB website. Primary report deadlines include:
 - a. Application for Funds (due dates are listed on Application Timeline and vary annually):
Application for Funds – Program and Financial, Board Resolution, Unit Cost Comparison, Lapse Projection, and if applicable, the Funding Justification and Capital Request
 - b. Audit, Program, Unit Cost Report, Management Letter and required IRS Form 990
 - Agencies with a December 31 fiscal year end information is due June 30
 - Agencies with a June 30 fiscal year ending information is due December 31
 - c. 6 Month Reports due January 31- all Programs/Pilot Projects/Finance Reports due January 31
 - d. 12 Month Program/Pilot Project Reports due July 31
 - e. 12 Month Finance Reports due August 15
 - f. Pilot Project quarterly progress reports - due January 31, April 15, July 31 and October 15
 - g. Agency Contracts (signed) due June 30
 - h. Corporate Information due January 31 (annually, see list of Corporate Information on website)
2. Annually, for all individuals receiving services funded by the DDRB, the agency must secure and retain in their records:
 - a. signed DDRB Client Information Release Form
 - b. verification of residency in St. Charles County

INVOICING/PAYMENTS

Agencies submit invoices for services listed on the Board approved signed contract to purchase and provide services. DDRB staff review invoices and makes payments per contracted services. The DDRB Treasurer, President, Vice President or Secretary signs all agency/DDRB 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 (POS and Reimbursement) grants. All final fiscal year invoices (including capital invoices) for services rendered must be submitted on the portal by 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.

Capital invoice forms are located on the DDRB website and portal and should be mailed or e-mailed with receipt information to Finance Director.

APPEALS PROCESS

To appeal a decision made by the DDRB, the agency must complete the procedures outlined in the signed contract to purchase and provide service.

CORRESPONDENCE/REQUESTS TO THE BOARD

All 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.