

**DEVELOPMENTAL DISABILITIES RESOURCE BOARD**  
**Residential Start-Up/Furnishings**

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Revision Effective: January 1, 2019  
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**Start-Up Guiding Principles**

The DDRB provides one-time Residential Start-Up/Furnishings funding for individuals receiving DMH/DDRDB funded residential services provided by a **qualified agency**, and individuals accessing DMH funded self-directed personal assistance services to live independently. The DDRB reserves an annual amount of Start-up/Furnishings funds for residential providers to access throughout the year.

DMH/DDRDB funded residential services include: Individualized Supportive Living (ISL), Independent Living Assistance (ILA), Group Home, Host Home or Companion Home.

The discussion about needs for a home begins within the ISP team, including service coordinators/case managers (when applicable), during the person-centered planning process. The ISP team should encourage advance financial planning and saving by the individual and/or family to cover the costs to move in to a home.

The DDRB values individuals, their families and support networks, making sound, educated choices in meeting needs and wants by utilizing resources in creative ways. SC/CM and/or the lead agency need to discuss with the consumer/family options and opportunities the individual has to secure items for the home. Members of the ISP team must support the consumer's right to make their own personal selections and purchases based on their preferences. For individuals living independently with DMH funded self-directed services, the SC/CM will provide direction and oversight and will perform role of the agency by guiding purchases, reviewing and completing the request form and submitting the form and copies of receipts.

DDRDB Start-up funding is not intended to meet all the needs and wants to furnish a home, it is assistance. The DDRB does not intend to supplant the support of the natural family, other natural supports, contributions, or funding available from the Department of Mental Health to establish and furnish a residence. DDRB reserves the right to reduce the reimbursement amount of an item, based on fair and reasonable cost.

**Qualified Agency Criteria**

An agency new to the DDRB (without a current signed DDRB contract) must initially and annually submit to the DDRB a signed Start-Up Contractual Agreement and Corporate Information.

This information must be received by the DDRB prior to the new agency purchasing start-up/furnishings items and prior to DDRB releasing start-up/furnishings funds. A new agency must review the policies and procedures related to start-up funding.

The signed Start-up Contractual Agreement and Corporate Information is required annually if agency is not submitting the same for other funded services. The requirement for Corporate Information can be waived if the agency is a current vendor of residential services through the Department of Mental Health.

The DDRB reserves the right to meet with the new agency prior to authorizing start-up/furnishings funding to learn about the organization and its services.

**Individual Eligibility**

Individuals must be residing in or moving into St. Charles County with an active DMH number. Individuals must be residing in or moving into residential living with DMH funded residential supports from a qualified agency or with self-direct supports for independent living.

## **General Information**

### **Start-Up Furnishings List/Reimbursement Request Form**

The form lists eligible items may be purchased and reimbursed by the DDRB. Only items on this form can be reimbursed. **This form is also used to generate the reimbursement payment.** Please complete all the requested information on the form.

### **Start-up Funding and Eligibility Criteria:**

<b>Type of Residential Supports</b>	<b>Amount</b>	<b>Eligible Item</b>
ISL/ILA/Companion	\$2500	Any item on list
Group Home/Host Home	\$1250	Items listed in designated column

### **Individuals own the items purchased with start-up funding.**

Roommates are not to 'split' cost of items. Items are owned by one person. Broken items should be repaired when possible or discarded.

### **Individuals Moving out of a DMH Habilitation Center or Nursing Home:**

Individuals who are moving out of a state facility/habilitation center or nursing center are typically eligible for DMH Community Transition funds to assist with purchasing items needed in their new residence. When DMH Community Transition funds are accessed, the individual is not eligible for DDRB Start-Up funding. Consult service coordinator or case manager for historical residency information if not certain.

### **Moves/Roommate Changes:**

- Should an individual move out of their living arrangement, individually owned personal items and any items so designated as theirs, when purchased with DDRB funds, should move with the person.
- In the event of a roommate changes or moves, the residential agency and SC/CM will support the consumer to negotiate continued ownership of items with the other individuals in the home.
- Individuals moving into the county supported by an eligible residential agency may request DDRB start-up in anticipation of their move; payments are made once individual actually resides in St. Charles County.
- Once an individual indicates they are moving out of the county, the individual is no longer eligible to access St. Charles County start-up funding. The agency, service coordinator or case manager need to notify the individual/family/guardian of this and not allow submission of reimbursement requests.

### **Submitting Reimbursement Request:**

***BE SURE the agency is qualified: See Qualified Agency Criteria. Agencies are not authorized to begin purchasing until contract and Corporate Information is received and reviewed. DDRB staff will contact the agency with authorization to proceed.***

### **Verify Start-up funding Available and Residency:**

The Agency is responsible for contacting the DDRB to verify startup funding eligibility and availability for individuals accessing start-up funding.

### **Make Purchases:**

- Individuals have 6 months from date of initial purchase to use all start-up funding.
- Start-up Policies and Start-up/Furnishings List/Reimbursement form must be given to consumer, family members or staff who may be coordinating or assisting with the purchasing of items.
- The individual needs to participate in the selection and purchasing of items for their home.
- All items purchased and submitted for reimbursement must be listed on the DDRB Start-Up/Furnishings List and Reimbursement Request form.

- DDRB encourages comparison shopping before purchasing to maximize the use of the funds, and prefers purchases be made in St. Charles County when possible
- Taxes, delivery fees (amounts not to exceed listed amounts on reimbursement form), fabric protection, extended warranties may be included for reimbursement.
- Individuals must adhere to category limits as stated on form.

**Fill out request form/organize receipts:**

- Use one form per individual. **Please list all requested information.**
- The residential agency is to total the amount spent from the receipt(s). Attach copies of the applicable receipts for the person listed on the form. All purchases require a receipt, whether thrift store, retail store or online ordering.
- Indicate on receipt(s) which eligible item it corresponds to on the reimbursement form and if is not clear on the receipt write the name of the product. This enables quicker processing by the DDRB.
- Receipts may be collected during the 6 month period individuals are making purchases. Reimbursement requests must be submitted one-time for each individual (within one year of the date of the initial purchase.)

**Submit completed Request form and Receipts to DDRB:**

The agency submits completed reimbursement request form and copies of all receipts to the DDRB.

If individual is receiving self-directed supports to live independently, the SC/CM is responsible for collecting and organizing receipts and submitting them with Start-up furnishings list and reimbursement form.

**Agency Reimbursement:**

- The agency is reimbursed for purchases, not the individual or family (unless individual is supported via self-directed personal assistance). Reimbursement is for the actual cost of the items (costs may include sales tax, delivery, protection and warranties if applicable).
- DDRB reserves the right to reduce the reimbursement amount of an item, based on fair and reasonable cost.
- Reimbursement payments are made within the approved invoicing and DDRB payment cycle. Fiscal year deadlines are not applicable.

**Maintain Records:**

Start-up/purchase information should be retained in the agency's records for the individual for future reference.

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**Addendum**

Effective: January 1, 2019

Individuals who have accessed initial or secondary Residential Start-Up/Furnishings funding prior to January 01, 2019 and have a remaining balance are able to access their remaining start-up funding until June 30, 2021.

- Individuals should only purchase items off **Start-Up Furnishings List/Reimbursement Request Form (dated January 1, 2019)**.
- The Agency is responsible for contacting the DDRB to verify startup funding eligibility and remaining balances for individuals accessing start-up funding.

# DDRB Start-Up/Furnishings List and Reimbursement Request

✓ Indicate type of residential service: \_\_\_\_\_ ISL/ILA/Companion Home \_\_\_\_\_ Group Home/Host Home

Individual's Name: \_\_\_\_\_  
 DMH# (REQUIRED): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date of Initial Purchase: \_\_\_\_\_  
 Date of Reimbursement Request: \_\_\_\_\_

Residential Provider: \_\_\_\_\_  
 Residential Contact Name: \_\_\_\_\_  
 Residential Contact Ph. Number: \_\_\_\_\_  
 Service Coordinator/Case Manager: \_\_\_\_\_

Items eligible for reimbursement must be on this list. List amount spent (per receipts) next to the item. Attach copies of receipts to this form and submit to DDRB within one year of date on receipt. One person per request form. Indicate the total Payment Requested in the box below.

### ISL/ILA/Companion eligible for all items in both columns

	Eligible Items	Indicate Amount on Receipts	✓
<b>RENT</b>	1 <sup>st</sup> month's rent-Limit \$700		
<b>Appliances</b> (Limit \$1,000)	Dryer (1)		
	Washer (1)		
	Microwave and Stand (1)		
	Refrigerator (1)		
	<b>Appliances Subtotal \$</b>		
<b>Furniture</b> (Limit \$1,500 includes up to \$100 delivery fee)	Couch or Loveseat (1)		
	Kitchen table (1)		
	Kitchen table chairs (4)		
	Recliner/chair (1)		
	End tables (2)		
	Lamp (1)		
<b>Furniture Subtotal \$</b>			
<b>Kitchen Items</b> (Limit \$400)	All utensils/cutlery		
	Bakeware/cookware		
	Can opener		
	Dish towels/cloths		
	Dinnerware/bowls		
	Glasses/cups		
	Pots/pans skillets		
	Food storage containers		
	Mop/bucket/broom/dust pan		
	Coffee maker (1)		
	Crock pot (1)		
	Mixer/blender (1)		
	Toaster (1)		
	Trashcan		
<b>Kitchen Items Subtotal \$</b>			
<b>General Items</b> (Limit \$100)	Telephone (land line)		
	CO2 Detector (1)		
	Fire extinguisher (1)		
	First Aid Kit		
<b>General Items Subtotal \$</b>			

### Group/Host Home eligible for items in this column only

	Eligible Items	Indicate Amount on Receipts	✓
<b>General Items</b> (Limit \$100)	Window treatments/blinds		
	Step stool (1)		
	Lockbox /Safe (1)		
	Emergency Radio (1)		
	<b>General Items Subtotal \$</b>		
<b>Bathroom Items</b> (Limit \$100)	Shower rod/Curtain/Hooks		
	Towels (body/face/hand)		
	Rugs (2)/Bathmat (1)		
<b>Bathroom Items Subtotal \$</b>			
<b>Bedroom Items</b> (Limit \$1,500 includes up to \$100 delivery fee)	Dresser (1)		
	Mattress set (1)		
	Chair (1)		
	Head/Foot Boards/Frame		
	Lamp		
	Bookcase (1)		
<b>Bedroom Items</b> (Limit \$1,500 includes up to \$100 delivery fee)	Bed Linens/Bed Pillows		
	Clothes Hamper/Hangers		
	<b>Bedroom Items Subtotal \$</b>		
<b>TV</b> (Limit \$400)	T.V. (Limit \$400)		
	TV stand or wall mount		
	Antenna		
<b>TV Subtotal \$</b>			

<b>Total all subtotals</b>	
Tax (total all subtotals x .0795) +	
<b>Total Payment Requested \$</b> (total all subtotals + tax)	

<b>DDRB Review:</b>	Date approved: _____	Entered in Portal _____
	Approved by: _____	Entered Tracking Sheet _____
		cc: Agency and SC/CM _____