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DEVELOPMENTAL DISABILITIES RESOURCE BOARD FUNDING POLICIES

Policy Origination: July 1, 2000

Revision Effective: July 1, 2007

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. The Agency shall not utilize DDRB funds to provide services to ineligible recipients. The DDRB strongly encourages all individuals to seek client status with the St. Louis Regional Center to access additional available services.

Section 205.968(2) RSMo.

“Services may only be provided for those persons defined as handicapped persons in section 178.900, RSMo, and those persons defined as handicapped persons in section 205.968, RSMo, whether or not employed at the facility or in the community, and for persons who are handicapped due to a developmental disability. Persons having substantial functional limitations due to a mental illness as defined in section 630.005, RSMo, shall not be eligible for services ... except that persons otherwise eligible for facilities or services under section 205.968, RSMo, shall be eligible regardless of their age; except that, in individuals employed in sheltered workshops must be at least sixteen years of age.”

Section 178.900(2) RSMo.

“Handicapped persons”, a lower range educable or upper range trainable mentally retarded or other handicapped person sixteen years of age or over who has had school training and has a productive work capacity in a sheltered environment adapted to the abilities of the mentally retarded but whose limited capabilities make him non-employable in competitive business and industry and unsuited for vocational rehabilitation training;”

Section 205.968(3) RSMo.

“Developmental disability” shall mean either or both paragraph (a) or (b) of this subsection:

- (a) A disability which is attributable to mental retardation, cerebral palsy, autism, epilepsy, a learning disability related to a brain dysfunction or a similar condition found by comprehensive evaluation to be closely related to such conditions, or to require habilitation similar to that required for mentally retarded persons; and

- a. Which originated before age eighteen; and
- b. Which can be expected to continue indefinitely;

- (b) A developmental disability as defined in section 630.005, RSMo;

“Handicapped person” shall mean a person who is lower range educable or upper range trainable mentally retarded or a person who has a developmental disability.”

Section 630.005(9) RSMo

“Developmental disability”, a disability:

- (a) Which is attributable to:

- a. Mental retardation, 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

DRAFT

- (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..."

Agencies must verify that individuals served have a developmental disability by meeting one of the following criteria:

1. Participant must submit proof of eligibility determination by the St. Louis Regional Center (DMH Client Profile Form that includes client number and diagnosis or letter of eligibility determination)
- or
2. Participant must submit a physician statement verifying a specific diagnosis along with the diagnostic code of a developmental disability as defined in statute under one of the sections listed here.

Agencies can make a preliminary determination of eligibility upon intake of an individual. This preliminary determination by the agency must be recorded and kept in the individual's file. Services may be provided for no more than 45 days or until final determination of eligibility.

***Note: Proposed FY09 Eligibility requirements are still under consideration.**

REQUESTS TO THE BOARD

Agencies needing to submit correspondence to the Board for the Board meeting must submit their correspondence two weeks prior to the Board meeting to the DDRB office.

AGENCY APPLICATION

The DDRB contracts with agencies to provide services and supports to St. Charles County residents with developmental disabilities. The fiscal year is July 1st to June 30th. Agencies are required to submit proposals through the application process addressing the outcomes of the strategic plan. The annual application is a Board approved process. See Application Section for current Application.

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 for operations include, but are not limited to, tax revenue, interest and other income. All funds not used for operations or DDRB reserves are available for Capital Funding.
2. *DDRB Reserve*: 5% of the DDRB total budget is set-aside each year for emergencies. An emergency is defined as an unforeseen combination of circumstances calling for immediate action. This means there should be some sort of root cause or event that can be identified or, in other words, not as a result of poor planning.
3. *Funding Priorities*: Each year, the DDRB establishes funding priorities for the following year prior to releasing the Application For Funds. Priorities may include cost of living 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.

If an agency uses temporary funding to expand services, the agency is responsible for meeting the ongoing demand without additional DDRB support.

FUNDING CLASSIFICATIONS AND RELATED POLICIES

The following lists 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: A. Purchase of Service and B. 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 (exceptions can be made with board approval for emergencies as defined below in Off-Cycle Funding).
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%

DRAFT

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

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.

See Funding Manual, Tab 10

2. **Equity Investment:** Grants for major capital items, up to 80% of cost.

See Funding Manual, Tab 10

3. **National Accreditation:** Expenses up to 100% for costs associated with surveys.

See Funding Manual, Tab 15

4. **Start-Up:** Expenses associated with an individual with developmental disabilities moving into the community with residential supports. Requests can be made at any time during the year.

See Funding Manual, Tab 17

Emergency Request

If the Agency experiences an “emergency”, a mid-year operations/one-time increase may be requested. An “Emergency” is defined as an unforeseen combination of circumstances calling for immediate action. This means there should be some sort of root cause or event that can be identified or, in other words, not as a result of poor planning. A written request with justification of 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. A Board Resolution is required with the Emergency Request.

Requests to the Board must be submitted in writing at least 2 weeks prior to the Board meeting to the DDRB office.

Pilot Project

Direct cost of pilot projects may be requested. A letter of intent is required to determine if a full application is needed for Board consideration. Total DDRB pilot budget is determined by availability of funding, after operation and capital funding is considered.

See Funding Manual, Tab 16

New Programs

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 new programs is determined by 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.

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,

DRAFT

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, Personnel Director, Financial Director/Staff, Receptionists and Secretaries to administrative staff.

If administrative staff also directs 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 in 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 Controller to help determine the amount of depreciation for which each program is eligible. Agencies must contact the DDRB Controller the first time depreciation is included in a DDRB funded program budget.

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

INVOICING/PAYMENTS/CHECK SIGNATURE AUTHORIZATIONS

Agencies submit invoices as outlined and approved by the Board via the signed contract to purchase and provide services. DDRB staff review invoices and make payments for services per the annually approved agency contracts. The DDRB Treasurer, President, Vice President or Secretary signs all agency/DDRB staff checks. The DDRB Executive Director is authorized to sign other checks in amounts up to \$2,500 or as authorized by the Board.

Payment Cycle:

If an agency invoice is received by the 10th of the month, the check is mailed by the 20th of month and if an agency invoice is received by the 25th of the month, the check is mailed by the 5th of new month. If the agency has not received payment for services or a phone call within 30 days after submitting the invoice, call the DDRB office to confirm receipt of the invoice.

Invoicing Formats:

Agencies are required to provide all information contained in the DDRB Billing Forms, see section (28) for Invoicing Forms. Agencies may copy the DDRB format provided or an agency may create their format ensuring that the same information is included on that form. Please note that the forms to be used are determined by the "type" of operational grant your agency is contracting with. Your application outlines what "type" of grant you have with the DDRB.

Agencies are required to use the Capital/One-Time Invoice Form for all equipment billings. See section (28) for Billing Forms.

Fiscal Year End Deadlines: All final fiscal year invoices for services rendered must be received by the DDRB office by close of business on July 31. Invoices received after July 31 will not be paid. A postmark will not suffice. If July 31 falls on a weekend, invoices are due on the next business day by close of business. An email or fax will be accepted during normal business hours (8:30am-5:00pm). The agency must call to verify receipt of email or fax delivery.

DRAFT

Carryover Requests: All carryover requests, operations and capital, must be received by the DDRB office by close of business on July 31. Carryover requests received after July 31 will not be considered. A postmark will not suffice. If July 31 falls on a weekend, carryover requests are due on the next business day by close of business.

CASH FLOW

The agency must request from the Board a billing adjustment due to cash flow issues. Agencies must submit a cash flow projection with the request. Requests to the Board must be submitted in writing at least 2 weeks prior to the Board meeting to the DDRB office.

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 organization or individual.
2. Any entity that receives funding for services shall have in place an appeals process for participants.
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 Project Manager and considered a part of the agency's contract.
4. The Agency agrees to, and understands that, services performed under the Contract Agreement are limited to those in the Application For Funds.
5. Reporting: The DDRB shall utilize the approved Application For Funds, as submitted by the Agency, to monitor service delivery and program expenditures. The Agency agrees to submit to the DDRB a semi-annual Agency Program Report and a semi-annual Agency Financial Report (for each DDRB funded program). Reports for the period of July 1 through December 31 are due by the close of business on January 31. Reports for the period of January 1 through June 30 are due by the close of business on July 31. Variations to these dates may be requested by the Agency and, if so stipulated, are noted on the contract document. Payments will be withheld from an Agency if reports designated here are not submitted on time.
6. **Audit and IRS Form 990** Report: The AGENCY also agrees to submit to the DDRB 1 copy of its annual **audit and IRS Form 990** within 4 ½ months after close of the AGENCY'S fiscal year. AGENCIES with a fiscal year ending December 31, audits **and IRS Form 990** are due on May 15. AGENCIES with a fiscal year ending June 30, audits **and IRS Form 990** are due November 15. The audit must be performed by an independent individual or firm licensed by the Missouri State Board of Accountancy in accordance with generally accepted accounting principles. The audit is to include a complete accounting for funds covered by this agreement, by program, unless exemption approved by the DDRB Controller. A DDRB program/unit cost audit report must also be submitted, if applicable. Payments will be withheld from an AGENCY if reports designated here are not submitted on time, unless otherwise approved by the Board.
7. Monitoring: The Agency agrees to permit the DDRB, the Executive Director of the DDRB, or designee, or any qualified individual(s) designated by the DDRB to monitor, survey and inspect the Agency's services, activities, programs and client records, to determine compliance and performance with the Contract Agreement, except as prohibited by laws protecting client confidentiality. In addition to the aforementioned, the Agency hereby agrees that, upon notice of forty-eight (48) hours, it will make available to the DDRB or its designee(s) all records, facilities and personnel, for auditing, inspection and interviewing, to determine the status of the service, activities and programs covered hereunder and all other matters set forth in the Contract Agreement.
8. Client Information Release: 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.

DRAFT

9. **Modification or Amendment:** In the event the Agency requests to make any change, modification or amendment to funded services, one-time items, activities and/or programs, a request of the proposed modification or amendment must be submitted in writing to the Executive Director of the DDRB for Board approval, if necessary. A Board Resolution must be included with request. Requests to the Board must be submitted in writing at least 2 weeks prior to the Board meeting to the DDRB office.
10. **Demand for Services:** The DDRB must be informed immediately if the Agency experiences a substantial increase in the number of individuals requesting services. By substantially increasing the number of individuals it is serving, the Agency may be put in the position of requesting a large increase in funding from the DDRB to meet the service need. The DDRB and the Agency must plan together if this occurs to determine if funds are going to be available to serve the increased demand, and to determine if the increase in demand is within the priorities of the DDRB. The Agency shall not develop a new program or service, or expand an existing program or service for which the Agency may at some future time request funding without consulting and informing the DDRB in writing before such a program/service is started.
11. **Violation of Client Rights:** Any alleged case of a violation of a client's rights in a program funded by the DDRB shall be investigated in accordance with the Agency's policies and procedures and in accordance with the state/federal regulations. Agency agrees to notify the DDRB Executive Director of any such incidents that have been reported to the appropriate governmental body and must also authorize the governmental body to notify the DDRB of any substantiated allegations. Agencies must comply with Missouri law regarding confidentiality of client records.
12. **Discrimination:** The Agency agrees that it has adopted and will enforce policies and practices to insure that it will not discriminate either in employment or in the provision of services in violation of any applicable federal, state, county or municipal statutes or ordinances.
13. **Conflict of Interest:** The Agency agrees that no member of its Board of Directors or its employees now has, or will in the future, have any conflict of interest between himself/herself and the Agency, and this shall include any transaction in which the Agency is a party, including the subject matter of the Contract Agreement. "Conflict of Interest" as this term is used herein, shall be defined by Missouri law.
14. **Board Ownership:** If the Agency ceases to be funded by the DDRB or ceases to provide programs and services for St. Charles County citizens with developmental disabilities, all capital equipment, materials and buildings purchased with DDRB funds shall be returned to the DDRB in compliance with the Capital Funding Policy or unless so otherwise approved by a majority vote of the DDRB. In addition, if the agency no longer uses capital equipment, materials, and buildings purchased with DDRB funds for its original intent, the agency will need DDRB approval to re-direct its use.
15. **Failure to Perform/Default:** In the event the Agency, at anytime, fails or refuses to perform according to the terms of the Contract Agreement as set forth from the Application For Funds, as determined by the DDRB, such failure or refusal shall constitute a default hereunder, and the DDRB will be relieved of any further obligation to make payments to the Agency as set out herein. The Contract will be terminated at the option of the DDRB.
16. **Termination:** The DDRB or the Agency may terminate the contract agreement, with or without cause, provided that either party provides 30 days notice in writing.
17. **Standards:** The Agency will comply with all state/federal certification and licensing requirements and all applicable federal, state and local laws. In addition, if eligible, and if not otherwise so determined by the DDRB, the Agency shall be accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) or The Council. Another national accreditation may be substituted with DDRB approval. If the Agency is not accredited, it shall submit to the Executive Director of the DDRB within sixty (60) days of signing the Contract Agreement a written plan for being surveyed for accreditation within one year. The Board may grant extensions and exemptions. **(See section 15 for National Accreditation Policy.)**
18. The DDRB maintains a permanent documents file "**Corporate Information**" for each funded agency. The following documents are required to be on file at the DDRB:
 - a. Agency By-Laws

DRAFT

- b. Articles of Incorporation
- c. Current Certificate of Corporate Good Standing
- d. Certification/Accreditation Certificate(s) (or letter to request requirement waiver)
- e. Board Roster
- f. Mission Statement and Strategic Plan
- g. Most Current Audit **and IRS Form 990** (due within 4 ½ months of close of fiscal year)
- h. Audited Program/Unit Cost Report
- i. Annual Report (if available)

Payments will be withheld from an agency if any of the following documents and/or waivers is not submitted on time.

19. Indemnification: The Agency agrees to hold harmless, defend and indemnify the DDRB for any and all liability for personal injury and or property damage stemming from any acts, negligence, misfeasance or omissions arising out of the Agency's performance of the Contract Agreement. The Agency agrees it has or shall obtain liability insurance, including a blanket fidelity bond, in form and amount sufficient as determined by the DDRB pursuant to this clause for indemnification, and that it shall provide the DDRB with documentation evidencing this insurance.

20. Publicity By Agency: The Agency shall notify the DDRB of contact with media regarding DDRB funded programs or profiles of participants in DDRB funded programs. The Agency will acknowledge the DDRB as a funding source whenever publicizing DDRB-funded programs. The Agency will partner with the DDRB to inform the community about the ways its tax dollars are being invested in services and supports.

21. Notice: Any written notice or communication to the DDRB shall be mailed or delivered to the Developmental Disabilities Resource Board of St. Charles County, 156 St. Peters Centre Blvd., St. Peters, MO 63376.

APPEALS PROCESS FOR AGENCIES

If the Agency disagrees with a decision of the DDRB, the following are procedures for the Agency to appeal a decision by the DDRB:

- a. The Board of the Agency must vote in 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 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 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.

DRAFT

Developmental Disabilities Resource Board Pilot Project Policy

Policy Origination: July 1, 2000

Revision Effective: July 1, 2008

A Pilot Project is defined as a program or service that tests a new concept so that learning can be shared with the whole community. All pilots must impact the outcome(s) of the DDRB strategic plan. A pilot project allows the flexibility to prove ideas and/or concepts while sharing the financial risk of conducting the pilot.

Requests to the Board should describe how the 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.

Pilot applications will only be open for consideration during the annual application process. A Letter Of Intent is required to determine if a full application is needed for Board consideration.

~~DDRB will consider applications for investment up to 80% financial match.~~

A Pilot Project is intended to be funded for a defined period of time. The application must include **the agency's efforts to secure additional funding sources and outline** future funding ~~demonstration~~ for the pilot. For New Businesses/Projects, agencies are required to complete a business/marketing plan along with the long-term funding plan, including projections of DDRB share.

DDRB pilot one-time funding budget is determined by the Board establishing "Pilot Projects" as a funding priority and by availability of funding after operations and equipment/one-time considered.

DRAFT

Developmental Disabilities Resource Board Letter of Intent

Agency: _____

Contact Person: _____

Project Name: _____

Estimated Total Project Cost: _____

Estimated DDRB Share: _____

Pilot Project or Operations
(Circle one)

Strategic Plan

Outcome: _____

A. Brief Description of the Project (Your request should describe how the 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.)

B. Description of Customers

C. Demonstrate Need for the Project

D. Intended Result(s) of the Project

DRAFT

DEVELOPMENTAL DISABILITIES RESOURCE BOARD

Residential Start-Up Funding Policy

Policy Origination: September 8, 1994

Revision Effective: July 1, 2008

Start-Up Guiding Principles:

It is the intent of the DDRB to fund basic items to assist an individual with developmental disabilities to begin living in a home or apartment. The DDRB values families making sound and educated choices in meeting the needs and wants by utilizing resources in creative ways. 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. Individuals moving from a state habilitation center into the community are eligible for Department of Mental Health start up funding and are ineligible for DDRB start up funding. The DDRB reserves an annual amount of start-up funds for residential providers to access throughout the year (depending on available funds).

The discussion of needs for a home should begin within the person-centered planning process. The lead agency is the coordinating agent who should encourage advance financial planning and saving by the individual and/or family to cover the costs in a new home. At all times possible the person who will be utilizing the purchased goods, should be assisting in the actual purchasing for the home.

Should an individual move out of the living arrangement, individually owned personal items and any items so designated as theirs, when purchased with DDRB funds, should remain with the person. In recognition of roommate changes necessitating moves, the lead agency is given a discretionary role to negotiate with the individuals over continued ownership of items. Items purchased with DDRB funds and no longer needed by the original individual(s)/home site will be, at the discretion of the DDRB, designated for alternate use by an individual(s) in St. Charles County.

The DDRB realizes that home furnishing wear out and individuals may have the desire to move after living in the community for several years. These larger household items and moving cost/security deposits usually are a financial hardship. Individuals are eligible for Secondary Start Up Funds 7 years after the individual first accessed Start Up Funds. Individuals can purchase items on the Secondary Start Up List.

General Information:

- ~~If DDRB funds are to be accessed and prior to any purchases, the lead agency must contact the DDRB to confirm the following: (after initial contact with the DDRB, these items will be confirmed in writing to the agency by the DDRB)~~
 1. ~~Individual(s) are NOT moving from a state habilitation center.~~
 2. ~~Availability of DDRB Start-Up funds and the amount of start-up funds available to the individual (has the person accessed DDRB start-up in the past?).~~
 3. ~~Place a reservation of funds on behalf of the individual(s).~~
 4. ~~Determine if the agency needs a signed DDRB contract for the current fiscal year, the agency must request a Start-Up Contractual Agreement, Corporate information form and a current funding manual.~~
- Individual(s) **are NOT** moving from a state habilitation center **are ineligible for Start Up Funds.**

DRAFT

- **An agency new to the DDRB (without a current signed DDRB contract) must submit to the DDRB a signed Start-Up Contractual Agreement and Corporate Information. The requirement for Corporate Information can be waived if the agency is a current vendor of residential services through the Department of Mental Health.** These items must be received prior to the agency purchasing start-up items and prior to DDRB releasing start-up funds. The DDRB reserves the right to meet with the new agency prior to authorizing start-up funding to learn about the organization and its services. A new agency must receive a current funding manual.
- **Agencies are strongly encouraged (but not required) to verify the availability of DDRB Start Up funds for their customer. The agency is responsible for verification of the individual's fund balance.**
- **Agencies that do not receive ongoing operational funds are required to submit the individual's proof of eligibility with reimbursement request.**
- Individuals are eligible for start up items based on their residential living situation. Individuals will either be eligible for items on the ISL/ILA list or the Group Home approved list.
- Individuals who are or will be living with a roommate are eligible for up to \$2,500. Individuals who will be living alone are eligible for \$3,000. If the total eligible amount is not fully utilized the remaining balance remains available for use at a later date. Requests are limited to the actual/direct cost of the item and cannot include allocation of indirect or administrative costs.
- Individuals who are accessing Secondary Start Up Funds are eligible for an additional \$1,500. Any funds remaining from their first start up approval will be added to the additional \$1,500. If the total eligible amount is not fully utilized the remaining balance remains available for use at a later date.
- All items purchased and submitted for reimbursement must be listed on the DDRB Start-Up Availability and Reimbursement Request - items list section. The DDRB bidding requirements apply. Any 1 item with a cost over \$1,000 requires the submission of 3 comparative written bids.
- Policies and forms must be given to staff or family members (parent/siblings) who may be coordinating the purchasing of items for the home.
- The DDRB reimburses the contracted lead agency for start-up expenditures. All receipts must be submitted within ~~90 days~~ **one year** of the date of the first purchase. Fiscal year deadlines are not applicable. If the total eligible amount is not fully utilized the remaining balance remains available for use at a later date.
- Payments are made within the current approved invoicing and payment cycle as authorized by the DDRB.

Procedures and required documentation for agencies:

Every lead agency requesting start-up funding pursuant to this program is required to complete the following:

1. Agency contacts the DDRB to verify funding availability and need for contract/corporate information
(The DDRB will verify initial contact by sending the Start-up contract/corporate information and funding manual, if necessary, and the Start-Up Availability and Reimbursement Request form.)
2. If new, agency completes and submits the Start-Up Contractual Agreement.

DRAFT

3. If new, agency completes and submits Corporate Information.
4. New agencies are not authorized to begin purchases until contract and Corporate Information is received and reviewed. DDRB staff will contact **the agency** with authorization to proceed.
5. The completed Start-Up items list (one per person): the lead agency is to designate which items go into the categories indicated (receipts to be attached). This list is part of the Start-Up Availability and Reimbursement Request form.
6. ALL Receipts: DDRB reimbursements are processed from actual purchase receipts. The Lead Agency is to submit all receipts. Receipts should be submitted one time for each individual. Due to the nature of purchasing and collecting receipts, prior fiscal year receipts may be paid in the current fiscal period. All receipts must be submitted within **90 days one year** of the date of the first purchase.
7. The DDRB reimburses the lead agency.

**Developmental Disabilities Resource Board
Initial Start-Up Availability and Reimbursement Request
For ILA or ISL Recipient**

GENERAL INFORMATION:

Date of Contact with lead agency : _____

Individual's Name: _____ Lead Agency: _____
 Is this ISL or ILA? _____ List Roommate(s): _____
 Date the individual is to move _____ Prior residence: _____
 Amount of start up funds available _____ Contract/Corporate Information Needed? _____
 DMH Service Coordinator: _____ Items to Send: Contract – Corp Info. - Policy
 Lead Agency contact regarding receipts: _____ Phone Number: _____
DDRB Representative: _____ **Date:** _____

START-UP ITEMS LIST:

DDRB Start-Up Items List: An itemized list must be completed for each individual. The list can be used as a tool to assist the person shopping. Items listed will be considered as owned by the individual for whom the list was compiled. Costs for items of short life or minimal value can be designated in thirds or halves on the list and ownership is not a critical issue. This is the one list that should be submitted, on behalf of this individual, for reimbursement. **Items eligible for reimbursement are restricted to the items listed below.**

*For reimbursement: list the amount spent (per receipts) next to the line item. Receipts must be attached to this list document. All receipts must be submitted to the DDRB within **90 days one year** of the earliest purchase/receipt date.*

Housing/Moving Expenses	Indicate amount of receipt(s)	✓
Moving Fees		
1 st months rent and security deposit (one month only)		
Utility hookup fees		
Utility deposits		
1 st months grocery		
Appliances Items	Indicate amount of receipt(s)	
Coffee maker (1)		
Crock pot (1)		
Dryer (1)		
Iron, board and cover (1)		
Microwave and Stand (1)		
Mixer/blender (1)		
Refrigerator (1)		
T.V. (1)		
Telephone (1)		
Toaster (1)		
Vacuum (1)		
Washer (1)		
Portable Dishwasher		
Bathroom Items	Indicate amount of receipt	
Rug		
Scale (1)		
Shower rods/curtain/hooks		
Wastebasket		
Towels/face cloths		
Bedroom Items	Indicate amount of receipt	
Dresser (1)		
Mattress set/frame		
Night stand (1)		
Window treatment		
Bookcase		
Bed Linens		
Clothes Hamper		

Furniture Items	Indicate amount of receipt	✓
Couch (1)		
End table (1)		
Kitchen table (1) chairs (4)		
Lamps		
Recliner/chair (1)		
TV Table (1)		
Window treatments		
Rugs		
Kitchen Items	Indicate amount of receipt	
All utensils/cutlery		
Bakeware/cookware		
Can opener		
Canister set		
Dish towels/cloths		
Dinner ware/bowls		
Glasses/cups		
Misc. kitchen supplies		
Pots/pans skillets		
Storage containers		
Throw rugs		
General Items	Indicate amount of receipt	
Cleaning supplies		
Clock		
CO2 Detectors		
Fire extinguisher		
First Aid supplies		
Large trash cans		
Lawn mower		
Mop/bucket/broom/dust pan		
Shovel		
Smoke Detector		
Step stool		
Lockbox		
Emergency Radio		
Storage Containers		

TOTAL START UP FUNDS REQUESTED: \$ _____

**Developmental Disabilities Resource Board
Secondary Start-Up Availability and Reimbursement Request
For ILA or ISL Recipient**

GENERAL INFORMATION:

Date of Contact with lead agency : _____

Individual's Name: _____ Lead Agency: _____
 Is this ISL or ILA? _____ List Roommate(s): _____
 Date the individual is to move _____ Prior residence: _____
 Amount of start up funds available _____ Contract/Corporate Information Needed? _____
 DMH Service Coordinator: _____ Items to Send: Contract – Corp Info. - Policy
 Lead Agency contact regarding receipts: _____ Phone Number: _____
DDRB Representative: _____ **Date:** _____

START-UP ITEMS LIST:

DDRB Start-Up Items List: An itemized list must be completed for each individual. The list can be used as a tool to assist the person shopping. Items listed will be considered as owned by the individual for whom the list was compiled. This is the one list that should be submitted, on behalf of this individual, for reimbursement. **Items eligible for reimbursement are restricted to the items listed below.**

*For reimbursement: list the amount spent (per receipts) next to the line item. Receipts must be attached to this list document. All receipts must be submitted to the DDRB within **90 days one year** of the earliest purchase/receipt date.*

Housing/Moving Expenses	Indicate amount of receipt(s)	✓
Moving Fees		
1 st months rent and security deposit (one month only)		
Utility hookup fees		
Utility deposits		
Appliances Items	Indicate amount of receipt(s)	
Dryer (1)		
Microwave and Stand (1)		
Refrigerator (1)		
T.V. (1)		
Vacuum (1)		
Washer (1)		
Portable Dishwasher		
Bathroom Items	Indicate amount of receipt	
Bedroom Items	Indicate amount of receipt	
Dresser (1)		
Mattress set/frame		
Night stand (1)		
Window treatment		
Bookcase		
Bed Linens		
Clothes Hamper		

Furniture Items	Indicate amount of receipt	✓
Couch (1)		
End table (1)		
Kitchen table (1) chairs (4)		
Recliner/chair (1)		
TV Table (1)		
Window treatments		
Rugs		
Kitchen Items	Indicate amount of receipt	
Bakeware/cookware		
Pots/pans skillets		
General Items	Indicate amount of receipt	
Lawn mower		

TOTAL START UP FUNDS REQUESTED: \$ _____

Effective July 1, 2008

**Developmental Disabilities Resource Board
Initial Start-Up Availability and Reimbursement Request
For Group Home Residency**

GENERAL INFORMATION:

Date of Contact with lead agency : _____

Individuals Name: _____ Lead Agency: _____
 Is this for Group Home? _____ List Home: _____
 Date the individual is to move: _____ Prior residence: _____
 Amount of start up funds available: _____ Contract/Corporate Information Needed? _____
 DMH Service Coordinator: _____ Items to Send: Contract – Corp Info. - Policy
 Lead Agency contact for receipts: _____ Phone Number: _____

DDRBR Representative: _____ **Date:** _____

START-UP ITEMS LIST:

DDRBR Start-Up Items List: An itemized list must be completed for each individual. The list can be used as a tool to assist the person shopping. Items listed will be considered as owned by the individual for whom the list was compiled. Costs for items of short life or minimal value can be designated in thirds or halves on the list and ownership is not a critical issue. This is the one list that should be submitted, on behalf of this individual, for reimbursement. **Items eligible for reimbursement are restricted to the items listed below.**

*For reimbursement: list the amount spent (per receipts) next to the line item. Receipts must be attached to this list document. All receipts must be submitted to the DDRBR within **90 days one year** of the earliest purchase/receipt date.*

Housing/Moving Expenses	Indicate amount of receipt(s)	✓
Moving Fees		
1 st months rent and security deposit (one month only)		
Bathroom Items	Indicate amount of receipt	
Scale (1)		
Wastebasket		
Towels/Face Cloths		
Rug		
Appliances	Indicate amount of receipt	
T.V. (1)		
Telephone (1)		

Furniture Items	Indicate amount of receipt	✓
End Table (1)		
Lamps		
Recliner/Chair (1)		
TV Table (1)		
Window Treatments		
Bedroom Items	Indicate amount of receipt	
Dresser (1)		
Mattress set/frame		
Night stand (1)		
Window treatment		
Bookcase		
Bed linens		
Rugs		
Trash Can		
Laundry Hamper		
General Items	Indicate amount of receipt	
Clock		
Step Stool		
Lockbox		
Storage Containers		

TOTAL START UP FUNDS REQUESTED: \$ _____

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Developmental Disabilities Resource Board Application for Funds (AFF)

Renewal Application Program Narrative Instructions

The streamline application is targeted at programs with no major changes within program design or service delivery from the prior year's service.

Program Narrative Instructions

1. Complete the following information on each program for which funding is requested.
2. Write a narrative that includes information as outlined in each of the 6 categories listed below. The questions provided are to be used as a guideline to complete each section. The narrative should not exceed 1-2 pages.

A. Description of Program

- a. "Briefly" (1 – 2 sentences) describe the service you provide and whom you serve.

B. Outcomes to be Achieved:

Please identify what outcome(s) your program will impact. Chose one.

You must apply for funds that will directly impact the following outcome as per the DDRB strategic plan.

1. Over the next five years, the DDRB will focus its efforts to build and strengthen the capacity of the service delivery system to meet the needs of the St. Charles citizens with developmental disabilities and their families.

C. Performance Targets

Identify 1-3 priority targets in which the DDRB will invest.

Targets define success for the program. A performance target represents a change for the customer. It is always defined in terms of the customer, not in terms of your activities. Your targets should reflect how the program 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. Performance targets are bound in time (when will the intervention and change occur?). **Targets are stated in measurable terms.** Please keep in mind that not all customers served will reach your intended target(s). Each outcome must have targets; the goal is to achieve them within the fiscal year.

D. Verification of Targets

Describe how you confirm your targets have been reached?

Verification simply asks you to explain how you will know that you have or have not reached projected targets. What are your measurement tools? Whom does the information come from? Include samples of surveys, etc.

E. Milestones

List the critical customer milestones people need to reach so that you know you are on course to achieving the performance target? Each performance target must include milestones. Effective programs and their investors need a way to track progress to ensure that an initiative is on course to reach its performance target. They also need something to prompt timely course corrections if they find they are off-track. The target hinges not on the agency's actions but on those of the customer. Milestones focus on the customer and represent those critical points of accomplishment that they will reach. These behaviors can be defined sequentially. First, the

DRAFT

customer does this... and then... and then. Step into the customer's shoes and define, for your program, the important customer milestones you are looking for. Milestones are connected to your performance targets. They are the steps to the target. Each performance target must include milestones.

You will be required to report on the progress of your milestones. (See Program Report Format) While targets are created as results to be achieved that indicate success for a program, milestones can be changed and reworked.

F. Capital/ One-Time Funding Requests:

If the agency is requesting capital items eligible as outlined in the Capital Funding Policy, a general description of capital needs for each program for the fiscal year are to be included within this narrative. Describe how the capital needs will meet the intended targets for each program.

General capital needs for administrative, or equity investment for this fiscal year are to be included within this narrative and should describe how the capital needs relate to the targets for the programs.

If the agency will be participating in a National Accreditation Survey for this fiscal year, include within this narrative those one-time needs for the survey as outlined in the National Accreditation Policy.

Financial Instructions

For each program, submit one copy of the following:

1. Program Income Plan
2. Program Expenditure Plan
3. Individual/Unit Cost Report

Make sure numbers reported are consistent throughout the entire Application For Funds.

DRAFT

Developmental Disabilities Resource Board
Application for Funds (AFF)
Renewal Application

PROGRAM NARRATIVE for EACH PROGRAM

AGENCY NAME: _____

Program: _____

Prepared by: _____

Renewal Application for Fiscal Year _____

A. Description of Program (1-2 sentences)

B. Outcome to be Achieved

C. Performance Targets

D. Verification of Targets

E. Milestones

F. Billable Unit Definition: Provide detailed description of billable activities/duties

G. Capital/One-Time Funding

**FY09 Application For Funds
Developmental Disabilities Resource Board
Individual Unit Cost**

Agency Name: _____
Program Name: _____
Submitted by: _____

	Total Program			DDRB Share/St. Charles Co.		
	7/07-6/08	7/08-6/09	% Change	7/07-6/08	7/08-6/09	% Change
A. Total Expenses	_____	_____	_____	_____	_____	_____
B. # of Individuals	_____	_____	_____	_____	_____	_____
C. # of Units (applies only to those requesting POS)	_____	_____	_____	_____	_____	_____
Total Cost/Individual (A divided by B)	<input type="text"/>	<input type="text"/>	_____	<input type="text"/>	<input type="text"/>	_____
Total Cost/Unit (A divided by C) (applies only to those requesting POS)	<input type="text"/>	<input type="text"/>	_____	<input type="text"/>	<input style="border: 2px solid black;" type="text"/>	_____

One Unit of Service = _____
(applies only to those requesting POS)

*** DDRB Purchase of Service
Rate Requested for FY09 Application**

Most Recent Audited Unit Cost: _____
(applies only to those requesting POS)

If Unit Cost Rate Shared with DMH, indicate DMH Unit Cost Share: _____
(applies only to those requesting POS)

**If this service is provided through contract with another public entity, provide the contracted unit rate and name of public entity. Unite Rate: _____ Entity Name: _____
*If unit rate varies or is different from the DDRB Unit Rate Request, attach a written justification for the difference.**

For each program, provide the number of (unduplicated) total and St. Charles County residents currently being served and projected for 2008-2009 (Individuals included must have actually received services in the year reported.)

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Developmental Disabilities Resource Board Application for Funds (AFF) Board Resolution

At the Board meeting on _____, 20____, the Board of Directors of _____ approved submitting this Application
(Name of Agency applying for funds)

for Funds to the Developmental Disabilities Resource Board of St. Charles County. The total amount of the request is \$_____ for the purpose of:

Project Name	Amount Requested
_____	_____
_____	_____
_____	_____
_____	_____

Independent Living Assistance Authorized Growth Up To	Amount Requested \$
--	--------------------------------

Supported Employment Follow Along Authorized Growth Up To	Amount Requested \$
--	--------------------------------

Note: Exact dollars requested are not required. Amounts requested should be submitted as not-to-exceed figures.

The authorized individual(s) to enter into contractual arrangements with the Developmental Disabilities Resource Board of St. Charles County is (are):

We, the undersigned, hereby certify that the statements made in the application are correct to the best of our knowledge and belief, and we are authorized to sign this application on behalf of the applicant, and we shall comply with the Developmental Disabilities Resource Board's guidelines, monitoring procedures, and formal contract provisions if our request for funding is approved.

Prepared By:
Respectfully Submitted:

Board Approval By:

By:
Name: _____

Address:
Signed: _____

Title: _____

(Please Print Name)

Date: _____
11/08/07

Phone: _____
Board Member Title

DRAFT

Developmental Disabilities Resource Board Supported Employment Transportation Stipend Pilot Project

Policy Origination: June 19, 2003

Policy Revision Effective July 1, 2008

Supported Employment Services

Supported Employment services are for those individuals with the most severe disabilities for whom competitive employment has not traditionally occurred or for whom competitive employment has been interrupted or intermittent as a result of a severe disability. Typically, the Division of Vocational Rehabilitation (DVR) provides services for an individual assessment, job development and job coaching. The DDRB provides follow-along funding.

Often, individuals receiving Supported Employment Services need transportation in order to achieve their employment goals. Access to transportation is limited and transportation costs are often prohibitive.

The DDRB Strategic Plan

The DDRB strategic plan identifies transportation, as a specific service need.

Target: The number of individuals receiving transportation will increase annually. Possible Implementation Strategy: Provide for priority transportation needs, including but not limited to, transportation related to health issues and employment.

Supported Employment Transportation Stipend

The DDRB Supported Employment Transportation Stipend is intended to temporarily support the transportation needs of individuals in Supported Employment Services. Specifically, it is intended to support the needs of individuals who are unemployed or underemployed due to the lack of transportation. Individuals are encouraged to explore all transportation options. This stipend is not intended to cover the total transportation costs, but to enhance the options and opportunities while individuals explore long term transportation solutions.

The individual will be eligible for up to \$2,500 in transportation funding. These funds are a lifetime limit not a yearly amount. These funds can be accessed on an as needed basis, allowing the individual to use the money to enhance their employment options while seeking other supports to meet the ongoing transportation needs.

Individuals will select their own transportation provider, which may include any public transit provider, or individual not residing with the customer. **Individuals may utilize the funds towards driver education or related training, automotive purchases, automotive sales tax, initial licensing and major automotive repairs for vehicles owned by the individual.** Funds may not be used for driver skill

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or competency assessments. If funds are used to purchase **an automobile or motor vehicle requiring licensure by the Missouri Department of Revenue**, a copy of the customer's drivers' license must be attached to the application for funds. If the funds are used for **automotive motor vehicle repairs two estimates and proof of ownership by the customer** must be submitted to the DDRB for approval prior to repairs being authorized. The customer will submit receipts to the lead agency. The lead agency will validate receipts and invoice the DDRB for reimbursement.

Role of the Agency

The agency representative will educate the customer about the Transportation Stipend Pilot Project. The customer will receive a "Supported Employment Transportation Stipend Pilot Project" brochure, which outlines the program guidelines. The agency will assist the customer in exploring all transportation options and inform the customer that this is a pilot program and there is a \$2500 lifetime limit in transportation funds per individual.

Eligibility

Those agencies that are DVR vendors of Supported Employment and are providing Supported Employment services for St. Charles County residents can access DDRB Supported Employment Transportation Stipend funds for their customers.

Guidelines

1. Lead Agencies will submit a Transportation Stipend application for each customer wanting to access funding.
2. **Lead Agencies will submit proof of customer ownership for expenses related to motor vehicle purchases and sales tax, initial licensing and major motor vehicle repairs.**
3. Agencies must receive approval from the DDRB before authorizing Transportation funds for their customers.
4. Lead Agencies will verify receipts submitted by their customers.
5. Lead Agencies will reimburse their customers for approved transportation expenses.
6. Payments are made within the current approved invoicing and payment cycle as authorized by the DDRB.

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Supported Employment Transportation Stipend Application

Date: _____

Participant Name:

First

Middle

Last

Current Address:

Street

City

State

Zip

Social Security Number _____

Lead Agency: _____

Employment Contact: _____

Check the appropriate service the participant is currently receiving:

Job Development **Job Coaching** **Follow Along**

Category of Need: Check appropriate scenario and describe why the participant needs the fund and how they will use it (off set the cost of cabs, pay a neighbor or co-worker, purchase a car, pay sales tax, initial licensing, major automotive repairs or driver education training).

1. To maintain employment _____

2. To become employed _____

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3. To change jobs to enhance employment _____

If funds for a family member to provide transportation is requested explain circumstances:

Individuals receiving this funding are eligible for up to \$2,500 lifetime funding. The customer is responsible for obtaining valid receipts and submitting them to their lead agency for reimbursement. The lead agency is responsible for working with the customer to access long-term transportation options. This funding is intended to provide assistance that may open employment opportunities while exploring long-term transportation solutions. Individuals should explore all options (Social Security Work Incentives, ride share, etc.)

I have reviewed and agree to this funding policy. This also serves as authorization to release/obtain records and general information deemed necessary for the purpose of the Supported Employment Transportation Program to the DDRB.

Signatures:

Participant Date

Lead Agency Representative Date

DDRB Project Manager Approval Date

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Policy Effective Date July 1, 2007
Revised 11/08/07