

<3.4.1.3 FY2025 Independent Living Assistance Fund (ILAF)>

Independent Living Assistance Fund Service (ILAF) Guidelines	
Service Definition	Funds support individuals receiving ISLA to assist with costs associated with living independently.
Agency Eligibility Requirements	Agency has supported the individual to make a reasonable and good faith effort to access all available resources for items that will meet their household needs.
Individual Eligibility Requirements	<p>Individuals receiving Pre-ISLA or are new to ISLA services are eligible for Start-Up Furnishings. Individuals are eligible to access Start-Up Furnishings funding if they have received ISLA supports for less than one calendar year.</p> <p>Individuals who are existing participants of ISLA services are eligible for Replacement Furnishings. Individuals are eligible to access Replacement Furnishings funding after they have received ISLA supports for at least one calendar year.</p> <p>Individuals in Pre-ISLA services or those who are new to ISLA must have a signed lease and plan to move into their residence within 30 days.</p> <p>Funds may only be utilized for individuals whose income is limited and who are unable to purchase new or replacement items on their own. ISLA providers will support individuals with seeking all available community resources prior to accessing these funds.</p>
Caps and/or Limits	<p>New ISLA participants, who are moving out on their own for the first time, are eligible for Start-Up Furnishings in an amount not to exceed \$2,500 (this amount includes delivery fees) and to the extent funds are available. These funds are available up to six-months after the individual’s move-in date.</p> <p>Existing ISLA participants are eligible for an annual amount not to exceed \$1,000 (this amount includes delivery fees) and to the extent funds are available.</p> <p>ISLA providers should consult with the respective County Board regarding existing individuals who are experiencing extenuating circumstances (for example, but not limited to: fire, bed bugs, etc.) and whose needs exceed the identified caps and/or limits.</p>
Billable Activities	Agencies can bill for the purchase of eligible items as identified on the approved Alliance Checklists. ISLA staff will educate and support individuals with comparison shopping to include purchasing quality items at a fair price.
Eligible Expenses	<p>New ISLA participants ☒ Refer to the Start-Up Furnishings Reimbursement Checklist</p> <p>Existing ISLA participants ☒Refer to the Replacement Furnishings Reimbursement Checklist</p>
Funding Worksheets	Agencies will utilize the Start-Up Furnishings Reimbursement Checklist or the Replacement Furnishings Reimbursement Checklist to track all expenses. These forms can be downloaded from the Agency Portal.
Invoicing Procedures	<ul style="list-style-type: none"> Agencies will invoice the funding County for reimbursement of purchases. Invoices must be submitted within six (6) months of the date the individual moved into their new residence for Start-Up Furnishings and ninety (90) days from the date of purchase for Replacement Furnishings.

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Invoicing Procedures (Continued)	<ul style="list-style-type: none">• For DDRB only – Submit New Start-Up Furnishing reimbursement checklist by email. The Replacement Furnishing reimbursement request will be submitted through the portal using an invoice. <p>Agencies will upload and attach copies of:</p> <ul style="list-style-type: none">• Completed Start-Up Furnishings Reimbursement Checklist or the Replacement Furnishings Reimbursement Checklist.• Copies of receipts or paid invoices to include date and amount paid. If items are purchased from a community resource such as a garage sale, Facebook Market Place, etc. a written receipt (with date and cost of items) must be obtained.