

Family Support and Personal Needs Funding Guidelines

Respite Services (\$2,000 Annual max):

- Respite Services may be reimbursable if due to the extraordinary needs of the child's disability, 1:1 care is provided when the primary caregiver is not available.
- The family chooses the care provider, rate of pay (not more than \$12.24/hr) and hours of care.
- Hours of care must be between 6:00am-10:00pm.
- The care provider must complete and sign a timesheet for hours of care provided.
- The CDDO will reimburse the parent/guardian directly for the care, based on the timesheet submitted.
- If the family is requesting childcare during times while the natural supports are working, they must apply for DCF Child Care Assistance before requesting reimbursement for respite.
- Maximum allowable hours per month of respite cannot exceed 20 hrs/month
- Respite may not be provided during time when school is in session
- Requests for reimbursement must be submitted to the CDDO no later than 60 days after the last day of services.

Diapers/Pull-up/Wipes (\$1,500 Annual Max):

- Available to children not potty trained between the ages of 3 – 5, over the age of 5 without Medicaid Insurance or adults over the age of 21 without Medicaid Insurance
- The CDDO can purchase the products (most often tax exempt) and have them delivered to the family home. If the family chooses to purchase their own and be reimbursed, a copy of the original receipt must be submitted with the request.

Summer Program (\$3,000 Annual max):

- Must be a summer camp program specifically for individuals with Developmental Disabilities and not part of an education program or service.
- Reimbursement to the camp program will be based on staffing ratios provided at the camp and paid directly to the camp provider.
- Family Support funding does not cover membership, activity or educational fees which may be charged by a program.

Personal Needs Funding (\$2,000 Annual max):

The CDDO of Butler is willing to review a request for many other disability related needs as long as the items is not funded by other sources and would benefit the disability of the individual directly. Examples of items eligible for purchase/reimbursement with Personal Needs Funding would include (but not limited to):

- Nutritional Supplements/Vitamins
- Durable Medical Equipment
- Home Modifications
- Transition into Residential Funds (up to \$500)
- Communication Devices
- Disability Training

All requests for Personal Needs Funding must include a Letter of Medical Necessity/Professional Recommendation/Prescription from someone currently providing services to the individual, along with 2 bids for the same item/service over \$100.

Funding is allocated for the fiscal year beginning July 1st through June 30th

Targeted Case Managers must submit all Funding requests to the CDDO on behalf of the family.

Funding Requests are reviewed the 2nd and 4th Friday of every month and checks are processed on the 1st and 15th of every month