



C U Y A H O G A C O U N T Y Board of Developmental Disabilities

Family Supports Program Guidelines

The Cuyahoga County Board of Developmental Disabilities (Cuyahoga DD) recognizes and appreciates the vital support families provide to people with developmental disabilities who live at home with them. We want to help families in this caregiving role by providing funding for goods and services available through our Family Supports Program. We also want to help people who live on their own. We believe that using a portion of our tax levy revenue for this purpose will benefit many people with developmental disabilities throughout Cuyahoga County.

ELIGIBILITY

In order to participate in the Family Supports Program, you must first be eligible for services from Cuyahoga DD. If you are new to Cuyahoga DD or not sure about your eligibility status, please contact the intake department at (216) 736-2673 or intake@cuyahogaBDD.org. Staff will check your eligibility status and guide you through each step of the eligibility process, if needed.

The following individuals are not eligible for the Family Supports Program:

- People who are enrolled on a Medicaid Home and Community-Based Services Waiver* (Level 1, Individual Options, or Self- Empowered Life Funding);
- People who live in an intermediate care facility (ICF); or
- People who live in foster care.

**If you have a Support Administrator, please contact him/her. You may be eligible for similar services.*

Individuals who are suspected of fraudulent activity in connection with the Family Supports Program and/or individuals who have a substantiated MUI for exploitation and/or misappropriation will not be eligible to receive funds through the Family Supports Program.

ANNUAL ALLOWANCE

The Family Supports Program operates on a calendar year, beginning on January 1st. Maximum funding amounts per person may vary from year to year based on available funding and the number of people served. Cuyahoga DD cannot guarantee funds will always be available. Applications are filled on a first-come, first-served basis.

For a person under age 18, the available annual funding (either \$750 or \$1,500 per person) will be based on the family's reported household taxable income.

For a person 18 years of age or older, there is no requirement to report household taxable income. The annual allotment is \$1,500 per person.

TYPES OF FAMILY SUPPORT SERVICES & RESOURCES

INCONTINENCE SUPPLIES

Incontinence supplies may be available for adults and children over the age of 3 who are not eligible for payment through Medicaid or another insurance program. A physician's prescription certifying that the individual is incontinent is required on an annual basis.

Cuyahoga DD contracts with a company to deliver needed incontinence supplies to your home on or before the 10th of each month. A variety of brands are available, however, the options may be limited. If there are changes to the type, size or quantity of incontinence supplies, please contact NEON as soon as possible.

Examples of incontinence supply items that may be funded:

- Pull-ups
- Wipes
- Hygiene gloves
- Incontinence pads
- Plastic sheets
- Incontinence supplies funded under contract

SPECIALIZED NUTRITION

Specialized nutrition that complements a meal and which is required to meet daily caloric and nutritional requirements may be available. Physician's orders for the nutritional supplement, along with a corresponding diagnosis, are required.

Examples of specialized nutrition items that may be funded:

- Thickeners
- Dietary shakes prescribed to meet caloric and nutritional requirements

SPECIAL EQUIPMENT

Special equipment may be available upon the recommendation of any of the following professionals: Physician, Occupational Therapist, Physical Therapist or Speech/Language Pathologist. The therapist is required to complete the Cuyahoga DD equipment request form and must attach a picture and description of the specialized piece of equipment. This equipment will be ordered and shipped to the location specified by the therapist.

Medical equipment cannot be purchased under the Family Supports Program.

It is not necessary for you to call in addition to sending the documentation. You will be contacted if any other information is required. Typical toys are not considered specialized equipment and cannot be purchased under this program.

Examples of special equipment that may be funded:

- Sensory items
- Therapy balls
- Orthotics
- Communication devices
- Weighted blankets/vests
- Adapted utensils/plates
- Adapted strollers (ages 3 and older)
- Adapted car seats

SERVICES for INFANTS/TODDLERS

The Family Supports Program may assist in funding traditional therapies, such as Occupational Therapy, Physical Therapy and Speech/Language Therapy for children under the age of three. For individuals three years old and above, therapies will not be funded by this program.

RECREATION

The Family Supports Program may be able to assist with funding participation in recreational activities in the community. To make a request for recreation funding the following information should be provided to NEON:

- The recreation provider name & contact information
- The session/membership type including duration
- The total cost/funding amount requested

Recreation requests must begin in the calendar year of the individual's annual allotment. The individual must be enrolled prior to requesting funding. We are not able to allocate funds for recreation provided prior to an individual's enrollment in the program. Payment will be provided to the recreation provider directly.

Examples of approved recreation activities include but are not limited to the following community-based activities:

- Music activities/therapy
- Therapeutic horseback riding
- Aquatics activities
- Museum Memberships
- Art activities
- Dance activities
- Sports activities

CAMP ASSISTANCE

Day or overnight camp opportunities that meet the needs of the person may be funded under this program. Camp forms are available at www.neoncog.org. Camp forms must be submitted to NEON and will be processed as they are received.

RESPITE CARE

Respite care is defined as an occasional break for families. Respite care may be accessed for people who require specialized care beyond what might be expected of an untrained provider.

Types of Respite Care Providers:

- Family-Selected Provider: This is a provider that the family knows and believes is able to care for their family member. This provider cannot live in the same house with the person and cannot be a parent of the program participant. Typically, a family selected provider is an extended family member, neighbor, friend or other person that the family and person may know. Training for this provider is provided by the family. The Family Supports Program will pay the provider for the hours they are providing respite for your family member. The payment rate for respite services should be negotiated by the family with the provider. For a

Family Selected Provider Packet or for any further questions regarding this type of provider, please contact NEON.

- **Certified Respite Providers:** These providers must be certified by the Ohio Department of Developmental Disabilities (DoDD) as a Waiver Provider. The requirements for this type of certification include: a background check, training in courses related to individuals with disabilities, and First Aid and CPR. The provider must also have a signed contract with NEON.

A certified respite provider may provide services in the person's home or in the home of the provider. If the services are provided in the provider's home, Cuyahoga DD checks to see that there is a separate sleeping area and that there are no obvious health and safety concerns.

For a list of providers, please see the list at www.neoncog.org. The family will negotiate an hourly rate of pay for the respite service. If the service is over 11 hours, a daily rate must be negotiated.

- **Emergency Respite:** This is a service available when something unexpected happens involving the primary caregiver that impacts the person's daily care over an extended period of time.

If no other supports are available, contact NEON at 1(800) 237-6828 to discuss the situation and to determine eligibility, which is based on the caregiver's circumstances and the balance of annual Family Supports Program allotment.

Caregiver's circumstance - Documentation of the emergency situation is required prior to approval.

- You will need to submit this information to NEON.
- Documentation may include a letter from a physician or obituary notice. For personal illness of a caregiver, the letter should explain that the primary caregiver is ill and unable to provide daily care for another person/family member.

Family Supports Program Balance - Funds for Emergency Respite may be accessed after the total Family Supports Program allotment has been spent in full.

Those eligible for Emergency Respite must provide NEON staff with the timeframe that emergency respite will be utilized and the daily hours.

Emergency Respite service details:

- The maximum number of emergency respite days available in a calendar year is 30 days. These do not need to be consecutive days.
- The maximum hourly rate is \$10 per hour. The hourly rate will be used when services are provided for 5 hours or less per day.
- The maximum daily rate is \$65 per day. The daily rate will be used when services are provided for 6 or more hours in a day.

HOME MODIFICATIONS

Substantial home modifications may be requested through the Family Supports Program. All modifications must be adaptive in nature. These projects typically require a lengthy process of evaluation, competitive bidding and installation. If approved, a home modification coordinator will be assigned to coordinate the project and ensure the requested modification is completed according to all applicable housing and building codes. Specific modifications may require Cuyahoga DD to make a

referral to an appropriate therapist for recommendations. The work will be completed by a Cuyahoga DD-approved contractor. The contractor will be required to obtain any necessary permits in order to complete the modification.

Outdoor work is dependent on weather conditions and may need to be started when the conditions are appropriate. Please note that some of these modifications may take considerable time, therefore adequate planning time is required. If you live in a rental home and you request modifications, written permission from your landlord is required prior to the modification.

The total amount of any home modification will be deducted from a separate fund, and is not included in your total annual program allowance. Home modifications have a lifetime limit.

Examples of home modifications that may be funded:

- Ramps
- Bathroom modifications
- Porch lifts
- Stair glides
- Van lifts

If you have further questions about home modifications, please contact our Family Supports Coordinators at (216) 736-2947 or FamilySupports@cuyahogabdd.org.

All invoices from the previous calendar year must be received by NEON no later than January 31st. Payments for services cannot cross calendar years. The program will not fund any services provided while the person is not enrolled in the program.

It is important to remember that:

- Only supplies and/or services not eligible for payment through Medicaid or another insurance program can be purchased under the Family Supports Program.
- Each time a supply or service is purchased, that amount is deducted from your annual allotment.
- You will receive an *Explanation of Benefits* each time money is spent from your allotment.
- You are responsible for the excess cost of any supplies or services that exceed your annual allotment.
- All invoices from the previous calendar year must be received by NEON no later than January 31st. Payments for services cannot cross calendar years.
- The Family Supports Program will not fund any services provided while the person is not enrolled in the program.

Cuyahoga DD's Family Supports Program is administered by the North East Ohio Network (NEON). NEON is mentioned throughout these guidelines and will need to contact them to access services and resources available through the program. NEON can be contacted by phone, email or the mail:



Phone: 1-800-237-6828 (Fax: 1-855-336-6968)
Email: cuyfss@neoncog.org
Mail: Cuyahoga DD Family Supports Program
c/o North East Ohio Network
721 Boardman Poland Road, Suite 103
Boardman, OH 44512
Website: www.neoncog.org/family-supports/cuyahoga/