



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

## Family Supports Program (FSP) Guidelines

Families support people with DD who live at home. Cuyahoga DD recognizes this effort!

We help family caregivers in many ways. One way is with the Family Support Program (FSP).

Once enrolled in the FSP, your at-home<sup>1</sup> family member with DD receives a yearly allotment. This is a portion of Cuyahoga DD's tax-levy revenue.

They can spend their FSP allotment on certain goods and services.

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### **FSP Eligibility**

FSP participants must be eligible for Cuyahoga DD services.

If you are new to Cuyahoga DD or don't know your status, please call Eligibility at (216) 736-2673. They will tell you your status. They can also guide you through the eligibility process.

You are not eligible for FSP if you:

- Are a Medicaid Home and Community-Based Services Waiver\* recipient (Level 1, Individual Options, or Self-Empowered Life Funding).
- Live in an intermediate care facility (ICF).
- Live in foster care.
- Are suspected of FSP fraud.
- Have a proven MUI for exploitation and/or embezzlement.

*\*Please contact your SA or Cuyahoga DD; waiver recipients may be eligible for a similar program.*

### **Annual FSP Allotment**

The FSP calendar year begins January 1. Your FSP allotment:

- May change each year.
- Is based on 1) available funding and 2) the number of people served.
- May not always be available.

Approved applicants younger than 18 receive an annual FSP allotment of \$750 or \$1,500 per person. Your household's reported taxable income determines their allotment.

Applicants ages 18 or older don't report income. Their annual allotment is \$1,500 per person.

NEON must receive all invoices from the previous calendar year by January 31. Payments for services cannot cross calendar years. We cannot fund anything provided before you enrolled in FSP. Cuyahoga DD reviews FSP enrollment applications on a first-come, first-served basis.

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<sup>1</sup> Some people with DD who live on their own may also be eligible for the FSP.

We mention NEON throughout these guidelines. NEON is the North East Ohio Network. NEON administers Cuyahoga DD's Family Supports Program. Contact NEON to access your FSP allotment. NEON sends payment(s) directly to the source of your services and resources, not to you.

The payments say NEON, but funds are from Cuyahoga DD's property-tax levy.



**NEON contact info:**

Phone: 1-800-237-6828 (Fax: 1-855-336-6968)

Email: [cuyfss@neoncog.org](mailto: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: <https://neoncog.org/family-supports>

## FSP Services & Resources

### Incontinence Supplies

Adults and children over three-years old may purchase incontinence supplies with FSP. Supplies cannot be eligible for payment through Medicaid or another insurance program.

An annual physician's prescription must certify the person's incontinence.

A company Cuyahoga DD works with will deliver supplies to your home by the 10<sup>th</sup> of each month.

Many brands are available. Options may be limited.

Contact NEON immediately if your type, size, or quantity changes.

Approved supplies may include:

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

### Specialized Nutrition

FSP may fund specialized nutrition. This nutrition complements a meal. It helps you meet daily caloric and nutritional requirements.

Your physician must supply your diagnosis and nutritional-supplement prescription each year.

Specialized nutrition items may include thickeners and dietary shakes.

### Special Equipment

FSP may fund special equipment, including:

- Sensory items
- Orthotics

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

FSP does not fund:

- Medical equipment
- Trampolines, pools, spas, saunas
- Items solely for entertainment or recreation
- Gaming consoles and laptops
- General-utility items (furniture, toothbrush, etc.)
- Devices used only to restrict movement or function

### **How to Get Special Equipment**

Discuss your need with your Occupational Therapist, Physical Therapist, Speech/Language Pathologist, or physician.

If you don't have one of these, contact our FSP Coordinators at 216-736-2947 or [FamilySupports@CuyahogaBDD.org](mailto:FamilySupports@CuyahogaBDD.org).

Your assessment first must identify a special equipment need. Then, your medical specialist MUST complete the Cuyahoga DD equipment request form at [www.CuyahogaBDD.org](http://www.CuyahogaBDD.org) (click "Family Supports"). It is also online at [www.neoncog.org](http://www.neoncog.org).

### **Infant and Toddler Services**

FSP may fund traditional therapies for children under age three. These may include Occupational Therapy, Physical Therapy, and Speech/Language Therapy.

FSP does not fund these therapies for people ages three or older.

### **Recreation**

The FSP may pay for community-based recreation within Northeast Ohio.

You must send your recreation funding request to NEON at [cuyorders@neoncog.org](mailto:cuyorders@neoncog.org) with this information:

- FSP participant's name and birth date.
- Recreation provider name & contact info.
- Session/membership type, including timeframe.
- The total cost/funding amount requested.

You must enroll in FSP before you can request funding. FSP does not pay for pre-FSP-enrollment recreation.

Recreation requests must start in the same calendar year as your FSP allotment.

NEON will send payment directly to the recreation provider. We cannot directly reimburse you.

Examples of approved community-based recreational activities include:

- Music activities/therapy
- Therapeutic horseback riding
- Aquatics activities
- Museum Memberships
- Art activities
- Dance activities
- Sports activities, and more!

## Camp Assistance

FSP may fund day or overnight camp programs that meet your needs. Visit our website for camp forms: <https://cuyahogabdd.org/dd-services/family-supports-program/>. You must complete and submit the online Camp Authorization Form in advance for prior approval. Please review our Camp Guidelines for more information.

## Respite Care

Respite care provides an occasional break for families. You may access FSP respite care if your family member requires specialized care. Specialized care exceeds the limits of an untrained provider.

Types of Respite-Care Providers:

- **Family-Selected Provider:** This is a provider you know. You believe they can care for your family member.

This provider cannot live in the same house as your family member. The provider cannot be the FSP participant's parent. This provider must be at least 18 years old.

Typically, a family-selected provider is an extended family member, neighbor, or friend. You will negotiate the pay rate with them. Your FSP allotment pays the provider for their hours of respite care.

Ask our Family Supports Coordinators for a Family Selected Provider Packet. Please contact our Family Supports Coordinators with your questions.

- **Certified Respite Providers:** The Ohio Department of Developmental Disabilities (DoDD) certifies Waiver Providers. This certification requires:
  - Background check,
  - Coursework related to caring for people with disabilities,
  - First Aid, and
  - CPR.

Certified Respite Providers for FSP must also sign a NEON contract. These providers may provide services in your home or theirs.

If the services take place in the provider's home, Cuyahoga DD checks for 1) a separate sleeping area and 2) no obvious health and safety concerns.

The Certified Respite Providers list is at <https://cuyahogabdd.org/dd-services/family-supports-program/>. You will negotiate a respite-care hourly pay rate. For services over 11 hours/day, you will negotiate a daily pay rate.

- **Emergency Respite:** When something unexpected happens with the primary caregiver that impacts the FSP recipient's daily care for an extended period, you will need emergency respite.

If you cannot find help, contact our Family Supports Coordinators at (216) 736-2947 to discuss the situation and determine eligibility. The caregiver's circumstances and the FSP allotment balance determine your eligibility.

Sometimes, emergency respite is due to a caregiver's emergency. In this case, we require the following documentation:

- A physician letter or obituary notice, or
- A letter explaining the primary caregiver's illness.
- State why the primary caregiver cannot provide daily care to the FSP participant.

Emergency Respite funds may be available if you have already spent your annual FSP allotment.

Families eligible for Emergency Respite must send NEON the time frame and daily hours required.

Emergency Respite service details:

- You may receive up to 30 emergency-respite days per calendar year.
- Emergency-respite days may be consecutive or not.
- The maximum hourly rate is \$10. This rate is for 5 or fewer daily service hours.
- The maximum daily rate is \$65. This rate is for 6 or more daily service hours.

## Home Modifications

You may request adaptive home modifications through FSP. Home modification projects require evaluation, competitive bidding, and installation. Some modifications may require a referral to an appropriate therapist for recommendations.

Once approved, a home-modification coordinator will manage your project. The coordinator ensures your project is completed according to all applicable housing and building codes.

The home-modification contractor must have Cuyahoga DD approval. The contractor must obtain all necessary building permits.

Home modifications can take a long time. Outdoor work depends upon weather conditions. Work may be postponed in bad weather. Please plan accordingly.

If you want to modify your live-in rental home, your landlord must provide written permission before starting the process.

We deduct home-modification costs from a separate fund. This cost is not included in your annual FSP allotment. Home modifications have a lifetime limit.

Examples of FSP-funded home modifications include:

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

For questions about home modifications, please contact our Family Supports Coordinators at (216) 736-2947 or [FamilySupports@cuyahogabdd.org](mailto:FamilySupports@cuyahogabdd.org).

### Please Remember

- Your FSP allotment will not cover supplies and/or services eligible for payment through Medicaid or another insurance program.
- When you purchase a supply/service, we deduct the cost from your annual allotment.
- When you spend from your allotment, we will send you an *Explanation of Benefits*.
- You must pay the excess cost of anything over your allotment.
- NEON must receive all invoices from the previous calendar year by January 31.
- Service payments cannot cross calendar years.
- Your FSP allotment cannot pay for anything provided before you enrolled in FSP.

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