



A guide to DDRC’s Family Support Services Program (FSSP) for use by families, staff, and community partners. Revised May 2022.

Family Support Services Program (FSSP)

The Family Support Services Program (FSSP) provides support for families who have children with developmental disabilities or delays with costs that are beyond those normally experienced by other families. The primary purpose of the FSSP is to support children and adults remaining within their own nurturing family setting and prevent out-of-home placements. FSSP provides funds to address disability related needs, as well as information, support, and case management services.

Overview of DDRC’s Family Support Services Program

DDRC administers the Family Support Services Program (FSSP) through the Children and Family Services Department. The Children and Family Services Director, Susan Johnson, is the primary contact for the overall implementation and coordination of the program and the staff liaison to the DDRC Family Support Council. DDRC’s service area is Jefferson, Clear Creek, Gilpin, and Summit Counties.

The DDRC FSSP program includes:

- FSSP state general funds
- Jefferson County Children and Family Services Fund / Jeffco mill levy funds
- Donation funds

Families are **eligible** for FSSP if they have a family member with a developmental delay or disability living in the family home regardless of age

Families are **prioritized** for FSSP funds and services based on 5 parameters through the Most In Need (MIN) Assessment process.

- Child’s Disability/Overall Care Needs of the Child, including medical, personal care or other needed services, which are above and beyond what is typically needed for any child without a disability.
- Child’s Behavior, including consideration of the degree to which the child’s behavior is disruptive or impacts the day-to-day operation of the family, the level of supervision required to keep the child and others safe, and the type and number of services required to address these behaviors.
- Family Composition and Stability, including number of parents at home and working, number of siblings, disabilities of siblings or other family members with disabilities. The level of stability of the family, such as pending divorce, age of parents, and medical condition of parents. This parameter considers how family composition impacts the family’s ability to provide day to day care and support for the child with disabilities.
- Access to Support Networks, including the level of isolation or lack of support networks for the family, such as not having extended family nearby, living in a rural area, or availability of providers.
- Access to Resources, including the family’s access to other resources, such as family income, insurance coverage, and other public benefits.

DDRC, maintains a list of individuals and families identified as eligible for FSSP. For DDRC, this includes individuals enrolled in other programs such as Early Intervention, and Medicaid Waivers, as well as those not enrolled in any other Intellectual and Developmental Disabilities (IDD) funded program. DDRC does not have a wait list for FSSP. We provide an opportunity for all eligible families to submit a MIN Assessment and request funds.

Based on the individual/family's MIN Assessment score and identified needs, the family may or may not be prioritized for FSSP state general funds. According to state rule, individuals enrolled in Medicaid Waivers are not prioritized for FSSP state general funds, unless they meet the FSSP emergency criteria established by the CCB. Families who do not meet DDRC's FSSP state general fund prioritization, or emergency criteria, may be considered for funding through the Jeffco CFS Fund, or donation funds when available.

Services and funds must be authorized through a Family Support Plan signed by the family and DDRC representative.

Family Support Services Program (FSSP) is intended to provide a variety of services and supports which are related to the person's disability and are above and beyond typical child rearing or daily living expenses.

All expenses must be directly related to the family member with an Intellectual or Developmental Delay / Disability, and/or the impact of the disability on the individual or their family. The Resource Coordinator must review the following five elements prior to authorizing services and supports in the Family Support Plan:

- 1) Necessary for the family to provide care to their family member with a developmental disability at home.
- 2) Above and beyond costs incurred for a child or adult family member without a developmental disability.
- 3) Not duplicative of other services funded through the DD system, private or public insurance, or trust fund.
- 4) Most cost-effective (least expensive) way to meet the identified need
- 4) Chosen by the family; and,
- 5) Within any limitations set by the DDRC Family Support Council

Service Category Definitions, Limits, and Exclusions

ASSISTIVE TECHNOLOGY—is equipment or upgrades to equipment, which are necessary for the individual with an IDD or developmental delay to communicate through expressive and receptive communication, move through or manipulate his or her environment, control his or her environment, or remain safe in the family home.

ENVIRONMENTAL ENGINEERING- is home or vehicle modifications needed due to the individual's disability and is not a regular maintenance or modification needed by all owners. Modifications to the home or vehicle must be necessary due to the individual's IDD or developmental delay or needed due to health and safety; or to allow the individual to attain more independence and is done in a cost-effective manner. Cost-effective manner means the least expensive manner to meet the identified need. Home modifications are to be limited to the common areas of the home the individual with an IDD frequents, the individual's bedroom, and one bathroom. Other bedrooms and bathrooms shall not be modified. All devices and adaptations must be provided in accordance with applicable state or local building codes and/or applicable standards of manufacturing, design, and installation. Only homes or vehicles occupied and owned by the family where the eligible individual resides may be modified. Minor modifications may be made to rental units with the permission of the landlord. Rental modifications must be made in a way that the modifications can be removed with the eligible individual during a change in residence. Repair or replacement of items damaged or destroyed by the family member with IDD may be considered up to \$600/year.

MEDICAL, DENTAL and VISION – items prescribed by a licensed medical professional qualified to prescribe such items and are needed to maintain or attain physical health. Medical, dental, and vision services, exams, and

procedures are available when not covered by another source. (i.e., Co-pays, deductibles, and costs for uninsured care for the family member with a developmental disability). **Note:** Over the counter medications and vitamins are excluded except when prescribed by a licensed medical professional qualified to write such prescriptions. DDRC limit is \$600 unless prior approved by CCB Director or designee.

PARENT/SIBLING SUPPORT—may include special resource materials or publications, cost of care for siblings while addressing the disability needs of the eligible family member, or behavioral services/ training, or counseling.

TRANSPORTATION—the direct cost to the family that is higher than costs typically incurred by other families because of the specialty medical appointments or therapies. Specialty medical appointments or therapies are defined as appointments needed due to the individual’s IDD or developmental delay. The direct cost is the cost of transportation, lodging, food expenses, and long-distance telephone calls to arrange for or coordinate medical services which are not covered by other sources.

RESPIRE—the temporary care of a person with an IDD that provides relief to the family. This is funding to pay for a provider of the family’s choice to care for the family member with a developmental disability to give them a break from extraordinary care giving responsibilities. Consider the age of the eligible individual and the purpose of respite when setting frequency. Childcare while a parent works is excluded for children under 12.

PROFESSIONAL SERVICES- are services which require licensure or certification to treat a human condition other than medical, dental or vision, and is provided to the individual with an IDD or Developmental Delay. Professional services must be provided by qualified, certified and/or licensed personnel in accordance with the standards and practices of the industry. Professional services may include **related support items or activities** which are recommended as part of therapy (i.e., support therapeutic goals) with supporting documentation from the treating professional and limited to \$1000.

Note: Toys and activities are excluded if no adaptation to the toy, or specialized instruction or support is needed for the eligible child to benefit from the toy or activity, beyond what any child might need or use. A therapist or other professional’s recommendation is not sufficient to authorize typical toys or activities.

Exception: Toys and activities may be considered under local funds if recommended by the child’s therapist, and the family is otherwise unable to provide or purchase the needed items. Toys and activities are limited to \$600/year unless prior approved by the CFS Director or designee.

OTHER- are specific to the individual/family, and are limited to:

- A consultant and/or advocate to assist a family with accessing services outside of the CCB (DDRC).
- Recreational needs of the individual with an IDD or Developmental Delay when the need of recreation is above and beyond the typical need due to the disability or delay. **Note:** DDRC limits an individual’s therapeutic recreation to \$600 per year. The cost of family recreation passes shall be limited to \$650 or one family pass, whichever is less, per fiscal year and shall be limited to use only at community recreation centers.
- Specialized services as identified by the FSC and CCB, included in their written policy and are available to any family receiving ongoing Family Support Services Program assistance in the service area. **Note:** DDRC allows- Diapers, pull-ups, wipes, specialized diets (with doctor prescription), specialized clothing, and developmental toys and materials if recommended by a qualified professional. Limited to \$600 per year. Tablet or computer for telehealth (device up to \$600, with warranty and software not to exceed a maximum of \$1000). DDRC also allows repair and replacement when damaged by the eligible individual because of their disability (documentation required, limit \$600 unless prior approved by CFS Director or designee).

The following recreation items are specifically excluded under FSSP rule:

<ul style="list-style-type: none">○ Entrance fees for zoos.○ Museums.○ Butterfly pavilion.○ Movie, theater, concerts.○ Memberships to non-community gyms.	<ul style="list-style-type: none">○ Professional and minor league sporting events.○ Outdoor play structures.○ Batteries for recreational items; and,
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Other Excluded Items –Examples of Items that are NOT above and beyond the costs incurred for an individual without a developmental delay/intellectual developmental disability include:

<ul style="list-style-type: none">○ Food, rent, utilities○ Typical clothing○ Typical cost of childcare while a parent works (children under 12)	<ul style="list-style-type: none">○ Vacations, out of state camps○ School supplies, school field trips○ Typical cost of baby-sitter for parent's night out
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DDRC Funding Limits: Funding amounts are based on the family's MIN score priority level, the services they are requesting and available funds. The amount of available funds varies from year to year. MIN score alone does not guarantee the maximum funding amount available for that prioritization level. People enrolled in Medicaid Waivers are automatically considered low priority for FSSP funds regardless of their MIN Assessment score.

Low priority- up to \$2000 **Moderate priority-** up to \$4000 **High priority-** up to \$6000

- The upper limit or higher funding amount(s) per prioritization level is intended for families who do not have access to Medicaid or other insurance that cover essential therapies or have health and safety issues related to the individual's challenging medical or behavioral needs. Any exceptions to funding limits must be approved by the Children and Family Services Director, or designee. The maximum funding amount per fiscal year is \$10,000 and is reserved for environmental engineering or medical, professional or respite services that meet DDRC FSSP emergency criteria.

DDRC FSSP Payment Options:

- **Receipt reimbursement-** family submits receipts, paid invoices, or approved service logs for reimbursement
- **Advance-** funds are advanced to family to purchase authorized services, family submits receipts following purchase. The amount of an advance will be the minimum necessary to start needed services, not to exceed \$1000 at any time.
- **Direct vendor payment-** DDRC purchases item directly or pays an invoice from the vendor. If DDRC does not already have an established relationship with the vendor we will need the vendor's W-9, and a copy of their Certificate of Liability (general and workman's comp) prior to payment. DDRC must be listed as a certificate holder on the Certificate of Liability (i.e., "DDRC named as an additional insured" in the description field).

Families are required to submit receipts for all funds received. All funds must be expended within the fiscal year they are available. If a family's needs or priorities change, they may request a revision to their Family Support Plan. The FSSP fiscal year runs from July 1st through June 30th each year. All receipts and service logs must be received on or before June 30th.

Required Receipts/documentation for payment must be legible and, in a format DDRC can access.

Receipts, invoices, bills, and service logs must include:

- name of the family member who received the service,
- service provided,
- date the service was provided,
- name of the provider, and

- amount paid

Service logs are acceptable for respite, sibling sitter services, and mileage only. We have examples of service logs available for your use.

- **Travel Mileage expense log-** date(s) of trip(s), provider name/purpose of trip, number of miles, other expense, signed agreement from parent that the information is accurate.
- **Respite / Sibling Sitter Services log-** date(s) of service, number of hours, cost, provider/agency name, signed agreement from parent that the information is accurate.

Families may request additional funds during the fiscal year. Decisions about additional funds are typically made towards the end of the fiscal year if funds are still available. Emergency funds are available throughout the year for those who meet DDRC FSSP emergency criteria.

If a family does not submit the required receipts or other appropriate documentation of expenses, they will not be approved to receive an advance of funds through the DDRC Family Support Services Program for at least one full fiscal year following the year in which they received funds. In addition, DDRC may recoup any advanced funds for which no supporting documentation was submitted to verify the actual amount spent on services.

If you have concerns regarding the process, or your funding decision, please contact Susan Johnson, Children and Family Services Director at 303-462-6612 or susan.johnson@ddrcco.com