**DDRC’s Family Support Services Program (FSSP)**

**For families living in Jefferson, Clear Creek, Gilpin and Summit Counties.**

**STEPS TO REQUEST FUNDS**

1. Fill out Most in Need Form
2. Fill out Service Request Form
3. Talk with your Resource or Service Coordinator
4. Develop Family Support Plan
5. Submit Receipts

 **See Below**

DDRC has funds available for disability related needs. Families are eligible for funds if they have a family member with a developmental delay or disability living in the family home.

To be considered for funds you need to fill out a Most-In-Need (MIN) Assessment Questionnaire. **The amount of funds approved depends on your MIN score, the services you need, and available funds.**

Your Resource Coordinator (RC), or Service Coordinator, can answer questions and help you fill out the forms.

**Steps for requesting funds and services**

1. Fill out the Family Support Most-In-Need (MIN) Assessment Questionnaire. Instructions are on the form.
2. Fill out the Service Request form.
	1. This tells us who your family member is living with and where. Other family members living in your home may be eligible for FSSP services.
	2. It also helps us understand the types of services you are interested in receiving. And is preparation for the development of your Family Support Plan.
3. Return the forms to DDRC/CFS at 11177 W 8th Ave. Lakewood Colorado 80215, or email FSSPMIN@ddrcco.com.
4. Your Resource Coordinator will score your MIN Assessment and notify you in writing of your MIN score and next steps. This should happen within 10 business days of DDRC receiving your MIN Assessment Questionnaire. **If you do not hear from your Resource Coordinator, please contact them, or Christina Smith at 303-462-6576, to ask if we received your forms.**
5. You and your Resource Coordinator will develop a Family Support Plan. The Plan will identify your family’s needs and concerns, the specific services approved and the funds available for those services. You may need to prioritize your needs within the funding amount available to you.
6. You need to sign the completed Family Support Plan prior to DDRC issuing a check.
7. DDRC will issue a check within two weeks of submission of your signed Family Support Plan.
8. You can submit receipts for reimbursement, request a partial advance of your approved funds, or DDRC can pay approved vendors, or providers directly.
9. You are responsible for submitting all receipts, paid invoices, and approved service logs for any advanced funds you received, on or before 6/30/2021.

**Required Receipts/documentation**

Receipts, invoices, bills, and service logs must include the name of the family member who received the service, the service provided, the date the service was provided, the name of the provider, and the amount paid or owed. Service logs are acceptable for respite and mileage only. We have examples of service logs available for your use.

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

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