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

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

**STEPS TO REQUEST FUNDS**

1. Do Most in Need Form
2. Do Family Support Plan (page 1)
3. Do Service Request Form
4. Confer with your Resource or Service Coordinator
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 first page of the Family Support Plan. 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.
3. Fill out the FSSP Service request form. This helps us understand the types of services you are interested in receiving. And is preparation for the development of your Family Support Plan.
4. Return the forms to DDRC/CFS at 11177 W 8th Ave. Lakewood Colorado 80215, or email FSSPMIN@ddrcco.com.
5. 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 don’t hear from your Resource Coordinator, please contact them, or Christina Smith at **303-462-6576**, to ask if we received your forms.
6. You and your Resource Coordinator will develop a Family Support Plan. The Plan will identify 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.
7. You need to sign the completed Family Support Plan prior to DDRC issuing a check.
8. DDRC can advance funds or reimburse you for out of pocket expenses, or we can pay the vendor or provider directly.
9. You are responsible for submitting all bills, receipts, paid invoices, and service logs on or before 6/30/2020.

**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.