

# LICKING COUNTY

— Board of —

## DEVELOPMENTAL DISABILITIES

### Family Support Services Information Sheet

#### General Information

- You or your family member must be currently eligible for Board services to receive FSS money. Please contact the Board at (740) 349-6588 if you are uncertain whether or not you are eligible.
- Your service coordinator/information referral specialist will attempt to find other sources before connecting your family to Family Support Services.
- If your son or daughter has a Medicaid card, is enrolled in Health Check and/or is enrolled on a Medicaid waiver of any type, please note that FSS funding can't be used to purchase anything that can be acquired through Medicaid programs.

#### Examples of Allowable FSS Expenditures

**Respite:** When you need to be away from your child for appointments, to run errands, take a vacation or socialize with friends. Families are encouraged to choose their own respite provider.

**Adaptive Equipment:** Includes items needed for therapy and specialized equipment for home, school or family vehicle.

**Recreation/Sports/Socialization:** Includes pool passes, summer school, and summer camps or retreats, and social organizations.

**Supplies:** Includes general medical supplies for a condition related to the disability; and diapers (for children and adults ages three years and older) not covered by any other source.

**Home Modifications/Ramps:** Home modifications that help the person live more comfortably. Ramps can be covered after other payment sources are exhausted.

**Therapeutic Services:** Includes co-pays and alternative therapies. Therapies include standard physical, speech and occupational therapy. Holistic and alternative therapies not covered under insurance and/or Medicaid can be considered.

**Special Diet/Medications:** Includes expenses for prescription medications (including C-PAP) and special diet needs intended to be only consumed by the eligible person.

**Other Requests:** Contact your service coordinator to discuss other needs you may have.

#### Approval Process

- Families may apply for FSS any time during the year; however, new applications will be cut off December 1<sup>st</sup> of each year. Please email, or return the form to: LCBDD Service Coordination, Attention: (*Your Service Coordinator's name here*), 565 Industrial Pkwy, Heath, OH 43056.
- If the family wishes to spend FSS funds on respite, the Respite Acknowledgement Form should be completed and returned with the FSS application.
- The family is notified in writing when their request(s) are approved by the fiscal department.
- Requests for electronic devices and/or therapeutic toys will require a letter of recommendation from a developmental disabilities professional.

### **Providers**

- Families are responsible for finding individuals to provide respite services for their family member. These are called “family approved providers.” Typically these will be other family members, friends and neighbors you trust who are familiar with your children who do not reside at the same address as the individual being served.
- If you do not know anyone who can provide respite for your child, your service coordinator can provide you with contact information for local providers certified by the Ohio Department of Developmental Disabilities that are willing to provide respite to families.
- FSS money can be used to pay for training of a family approved provider(s) when needed.
- To be reimbursed for approved respite, the family must complete and return the Respite Acknowledgement Form, which is included with this information.
- Your service coordinator can provide you with information about generic (non-developmental disabilities specific) services and vendors if you need help with finding these.

### **Receipts and Time Sheets**

- The Board sends receipts and respite reimbursement requests for processing to the Licking County Auditor’s Office around the first (1<sup>st</sup>) and fifteenth (15<sup>th</sup>) of each month. To ensure families are reimbursed as quickly as possible, receipts for items/services purchased and timesheets for respite services provided need to be delivered to the Administration office of the Board by the end of the business day on the fourteenth (14<sup>th</sup>) and thirtieth (30<sup>th</sup>) of the month.
- Receipts and time sheets can be scanned or copied. The Auditor’s office will not accept a picture of a receipt. When mailing receipts, please send the original, or a copy to: LCBDD, Attention: Teresa McCullough, 116 North 22<sup>nd</sup> Street, Newark, OH 43055. A scanned image (PDF format only) can be emailed to [teresa.mccullough@lcountydd.org](mailto:teresa.mccullough@lcountydd.org).
- The Auditor’s office typically processes checks within five (5) to seven (7) days of receiving the authorization to pay from the Board.
- Checks are then mailed to the family within two business days after the Board receives them from the Auditor’s office, unless other arrangements have been made.
- Family-approved providers are paid by the family. The family is reimbursed after receipt of the timesheet as described above.
- The Auditor’s Office does not process invoices and make payments sometime around mid-December until early January each year. Families should plan to submit receipts and timesheets early in December or be ready to wait until early January for reimbursement checks.
- Receipts for reimbursement must be received by the fiscal office by the end of January the following year to be included in the previous year’s allocation.

### **Service and Support Review Committee**

- Requests for goods or services that fall outside of the definitions of approved items, and requests for emergency funds, are reviewed by the Board’s Service and Support Review Committee.
- The family’s service coordinator will notify the family of the committee’s decision.
- Families may appeal an unfavorable decision regarding FSS funds using the Board’s informal complaint resolution process and/or the Complaint Resolution and Appeals of Adverse Actions policy and procedure.