

Family Support Services
2021 Guidelines and Training

Eligibility

1. To participate in the Family Support Service Program, you must first be eligible for services through the Board.
 - a. Existing eligible individuals are located in Britco.
 - b. Individuals new to the County Board of DD will go through the normal intake process for one of the departments. Once eligible, FSS can be provided unless;
2. The Family Supports Program is only available to persons eligible for services who are living at home with a family member, people who live on their own, or people who live in foster care.
 - a. The following individuals are not eligible for the Family Support Services Program:
 - i. People who are not eligible for Board Services
 - ii. People who are enrolled on a Medicaid Home and Community-Based Services Waiver (Level 1, Individual Options, or Self- Empowered Life Funding); or
 - iii. People who live in an Intermediate Care Facility (ICF), Nursing Facility or enrolled on Supported Living or move into one of these facilities after eligibility is determined.

Internal Contacts

Note: Each SSA and EI Coordinator can assist individuals with enrollment in the FFS Program.

Laurie Wagner – Enters eligible individuals into Britco

Julie Spangler – Approves invoices to be sent to NEON for payment

Kelsi Garwood – Finance Director who oversees payment processing and tax compliance at NEON

Program applications can be sent to Laurie for processing. Letters will be sent to the families once they are enrolled in the program (or denied).

Questions regarding eligible services should be addressed by the SSA and EI Coordinators. Any questions from SSA and EI Coordinators regarding services should be directed to Heather or Amanda.

Invoices – Invoices will be mailed, faxed, emailed, or dropped off at the Board Office. All invoices should be directed to Julie for processing. Invoices will be process by Julie twice per week and sent to NEON for payment.

Payment of Invoices - Normal processing time for checks to be mailed from NEON is 10 business days.

Disenrollment from the program

Note: Invoices for services performed after disenrollment from the FSS Program will not be paid.

People who are enrolled on a Medicaid Home and Community-Based Services Waiver (Level 1, Individual Options, or Self- Empowered Life Funding) after program eligibility should be disenrolled from FSS.

People who move into an Intermediate Care Facility (ICF), Nursing Facility or get enrolled on Supported Living should be disenrolled from the FSS program.

People who age out of the EI program between the ages of 3-5 with less than 2 delays or people who do not complete the COEDI after age 6 should be disenrolled from the program.

People who move out of the County and are eligible for another County's services should be disenrolled from the program.

Please notify Laurie of any changes to Waiver status or living arrangements.

Allocation and Reimbursement

Note: Program allocations are subject to change from year to year, but not necessarily in the middle of the program year. Maximum funding amounts per person may vary from year to year based on available funding and the number of people served. Ashtabula County Board of DD cannot guarantee funds will always be available. Applications are filled on a first-come, first-served basis, annually.

The Family Supports Program operates on a calendar year, beginning on January 1st.

For 2021, there is no requirement to report household taxable income. The annual allotment is \$1,000 per person.

Generally, all program funds will be submitted to eligible families and the family is responsible for paying vendors directly. Eligible services can be paid directly to the provider.

All services must be documented on an approved form and submitted to the Board prior to the service provision. Prior authorization for services may be obtained by the family through the SSA/EI Coordinator.

Proof of payment will be required prior to disbursement of the funds to the family or after a purchase for goods and/or services is completed.

All invoices from the previous calendar year must be received by no later than January 31st.

Payments for services cannot cross calendar years.

The program will not fund any services provided while the person is not enrolled in the program.

Each time a supply or service is purchased, that amount is deducted from the annual allotment.

Each family is responsible for the excess cost of any supplies or services that exceed the annual allotment.