HOLMES COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

FAMILY SUPPORT SERVICES PROCEDURE

I. SUBJECT

Family Support Services

II. PURPOSE

The purpose of this procedure is to establish guidelines for the use of Family Support Services (FSS) funding that provide support to a person with a developmental disability, eligible for Holmes DD services, who resides with their family.

III. DEFINITIONS

1. Family Support Services is a locally funded program that provides reimbursement or makes purchases to families with a child or adult who has a developmental disability and is living with their family or a foster family.

2. Respite Care is a short-term or temporary relief for families of children or adults with developmental disabilities in or out of the home.

3. Counseling, Training and Education means services that are provided to help families meet special needs of their child or adult with a developmental disability such as: behavioral, medical or emotional.

4. Special Diet means a diet that is prescribed by a physician or a qualified dietician.

5. Special Equipment is equipment that will help a person with a developmental disability to live more independently or safer in their home.

6. Home Modification is an alteration made to a home to meet the needs of a person with a developmental disability so they can live more independently and safely.

IV. ALLOCATION

The **Holmes** County Board of Developmental Disabilities (County Board) sets an annual maximum allocation for the use of FSS funds per individual (up to $500.00). Individuals who have a Medicaid waiver may only use FSS funds for items/service not available through Medicaid or Medicaid waiver. The program is a first-come first-serve program. When funds are depleted, no services can be funded until additional funds become available regardless of the individual's allocation balance. Each year the program begins on July 1 and ends on June 30. All Request for Services must be submitted by June 30th for the plan year.

V. ELIGIBILITY

The individual(s) living with his/her family must be eligible for County Board Services prior to utilizing the Family Support Services. The families are to utilize other funding sources available first to pay for services that are requested through the Family Support Services. To apply for assistance and complete an application contact the Office Clerk at the Holmes County Board of DD. Families should use the following potential funding sources first before accessing FSS: Family Private Insurance and/or Medicaid and/or Medicare

VI. APPROVED USE OF FSS FUNDING

Families are required to request items/services before they are purchased. At times the family may be asked to submit a picture, a web link to the item or share specific information about the item. The County Board will ensure that all requests are allowable before being authorized. Once the approval is given, the request is processed or purchased. The Office Clerk will work directly with the family about purchase options. A W-9 will be requested as necessary and must be returned prior to payment being made. If at any time the person is found to be dishonest, they will no longer be eligible for the program and restitution may be required.

A. Respite

Once respite services have been satisfactorily provided to the individual, respite forms will be turned into the Office Clerk, then a check will be processed and mailed to the provider or vendor. The reimbursement rate for a non-DODD certified individual provider is $15/hour for 1-9.5 hours, $180 for 9.5-24 hour time period. If a DODD certified waiver provider is selected, the waiver rate in Ohio Revised Code will be the reimbursement rate.

B. Training, Counseling and Education

Services provided to all family members to obtain the education and skills to assist the family with learning how to address special behavioral, medical, emotional, therapeutic or personal needs of the individual. Services that may be approved are listed below:

1. Counseling
2. Conferences or training (registration only; no travel or hotel costs)
3. Resource and training materials (i.e. sign language videos)

Professional Recommendation: It is at the discretion of the County Board to ask for a professional recommendation in this area if the request is out of the ordinary. Recommendations may be accepted from a physician, psychiatrist, teacher or other licensed professional.

C. Special Diet

Assistance with purchasing food or equipment items needed for a special diet due to a medical, behavioral or disabling condition. Food or equipment that may be approved:

1. Baby food for children or adults who cannot eat regular food
2. Special formulas or milk
3. Dietary Supplements such as Ensure or vitamins
4. Equipment to process food for needed texture
5. Special plates, spoons, etc.

Professional Recommendation: Special diets must be prescribed by a physician or dietician. Equipment can be ordered or recommended by physician, dietician or speech therapist or occupational therapist.

D. Purchase of Adaptive Equipment/Items

Special Equipment/Items that are needed to improve the living environment or to facilitate the care of the individual at home. Special Equipment that may be purchased are listed below:

1. Adaptive seating for wheelchairs
2. Booster chairs
3. Wheelchairs/ambulating devices
4. Bathing chairs, rails for bathtub or commode, elevated commode seats, etc.
5. Lifts for home use including tracks and installation of lifts/tracks or wheelchair lifts for vans
6. Specialty shoes, braces, AFO's, etc.

7. Developmental/adaptive feeding supplies – easy grip fork & spoons, scooper bowls & training plates, etc.
8. Adaptive add-ons for computers (switches) or joy sticks, v-smile adaptor for communication devices
9. Helmet needed for safety reason such as seizures
10. Diapers for individuals older than 3 years old.*

Professional Recommendation: The need for special equipment must be through a recommendation by a Physician, Occupational Therapist, Physical Therapist or Speech Therapist and/or linked to the person's Individual Support Plan. *For incontinence items a Medicaid denial may be requested.

E. Home Modifications

The requested home or property modifications must make the individual's home accessible. Home modifications that may be approved are listed below:

1. Ramps/walkways both inside and out of the home
2. Widening doorways to accommodate wheelchair
3. Chairlift to access second floor
4. Special fire alarm equipment
5. Bathroom modifications

Professional Recommendation Request for professional recommendation or supporting documentation such as a bill or estimate will be at the discretion of the County Board.

F. Other

Other is a broad-based category that the family may request services not covered under any of the previous categories. Approval of these requests will be at the discretion of the County Board. These requests will not be approved if it is determined that they present a potential health and safety risk to the eligible individual.

A. Developmental Toys or Materials (These types of items must address specific goals/needs as specified in the individual's IFSP, IEP or ISP.) The type of item requested which will assist the child/adult in learning or maintaining skills such as:
    1. Sensory stimulation development
    2. Increase fine & gross motor skills
    3. Improve/maintain reading skills
    4. Facilitate language development
    5. Develop cognitive skills

B. Camp/Recreation/Leisure Activities that provide opportunities for individuals with developmental disabilities to learn or maintain skills such as:
    1. Specialized Summer Camp.
    2. Toddler Enrichment Program
    3. Safety Town
    4. Membership fee to exercise facility (Single membership only)

C. Safety Devices/Equipment
    1. Plugs for electrical outlets
    2. Devices/locks to keep individuals from getting into cabinets, etc.

D. Specialty Medical Supplies
    1. Bandages, special tape
    2. Catheter holder

3. Water-proof bed pads/sheets

Professional Recommendation: Request for a professional recommendation for the other category will be at the discretion of the County Board.

VII. USE OF FAMILY SUPPORT PROGRAM NOT APPROVED

When a request is not approved, the Office Clerk will review the denial and explain why the service is being denied. The Office Clerk will also provide the individual and family with due process and explain the appeal process. Services/Items that will not be approved or reimbursed are listed below:

A. Anything purchased prior to approval from the County Board
B. Anything that is available through a third-party source/payer
C. Any item/service the County Board determines that would be a possible health and safety risk for the individual
D. Family vacations
E. Utility bills
F. Mortgages
G. Luxury items such as electronics (TV's, computers, video games, etc), swing set, trampolines, lawn furniture, swimming pool, golf cart, cable, internet, etc.
H. General applications/registration/activity fees
I. Typical expenses incurred for a child/adult of the same age (regular clothes/shoes, crib for infant, strollers, car seats, school fees/supplies, infant immunizations, typical medical costs, Christmas/Birthday gifts, regular furniture/appliances, vehicles, vehicle repair/maintenance, fuel and insurance, music, dance lessons, sports camps)
J. Damage to property
K. Educational services other than summer camp
L. Home repairs not related to the disability or if the home is not owned by the person receiving services or their immediate family.

effective May 28, 2025