



## **FAMILY SUPPORT PROGRAM IN WARREN COUNTY BOARD OF DD**

410 S EAST STREET, LEBANON, OH 45036

Requests/questions: [familysupport@warrencountydd.org](mailto:familysupport@warrencountydd.org) – Katrina Steele

Vouchers/billing: [SWOCOGFSS@swocoq.org](mailto:SWOCOGFSS@swocoq.org) – Sandy Schutte

### **FAMILY SUPPORTS**

The Family Supports Program promotes family unity by financially assisting with resources to meet the needs of the enrolled individual and supporting the family with an enrolled individual residing in the family home. Examples of Family Supports include, but are not limited to respite care, camp cost, disposable items, special dietary needs, therapy, adaptive equipment, minor home modifications and feeding equipment. Other financial resources, such as Medicaid, Bureau of Children with Medical Handicaps, Medicare, and private insurance must be used before making a request to Family Supports. Funding caps are set yearly and are based on a calendar year. These caps are the maximum funds that can be requested per family but are not a guarantee or entitlement that funds will be available or granted for all requests. Funds are allocated to families only after a request establishing a need for the service or item is submitted and approved.

### **ENROLLMENT**

Eligibility for Warren County Developmental Disabilities services must be established prior to receiving Family Supports. Eligibility for Warren County DD services is determined by the Intake Service Coordinator based on standard eligibility criteria. To contact the Intake Service Coordinator please call 513-806-3780.

To receive Family Supports, an individual must also be a Warren County resident in a family home. An eligible family seeking Family Supports will receive an enrollment packet which includes an application and Family Support Procedures. Once returned, the information will be reviewed. At that time, you will receive form(s) and direction(s) on how to make requests.

**Prior approval is required for all requests for services and/or purchases. Payment/reimbursement will not be made to the provider and items cannot be purchased without an approved voucher from WCBDD Family Support.**

### **RESPITE SERVICES**

Families may request services with a family chosen provider, Independent Provider or Agency. The family may choose to use more than one Provider to facilitate the family's need.

#### **FAMILY CHOSEN PROVIDERS**

- The family should request a "Family Chosen Provider Packet" and Respite Request Form" as needed.
- The Family should submit the completed packet and request form to the Family Supports office.
- Family Support staff will process the packet and request, and family will receive vouchers that signify approval for services.

#### **INDEPENDENT PROVIDER OR AGENCY**

- The family will complete a Respite Care Fact Sheet so that the provider has vital information regarding the individual they will be serving.

- If the family does not already have an Independent or Agency Provider selected, a Provider search will be sent out. If we receive a response the family will be notified.
- The family should submit a respite request from to the Family Supports staff identifying the provider.
- Family Support staff will process the request, and family will receive vouchers that will signify approval for services.

## CHILDCARE CENTERS

Request for respite/childcare form will be completed by the family.

Select the Childcare Center you would like:

- a. Childcare/Agency name/address
- b. Total number of monthly vouchers
- c. Monthly cost per voucher
- d. Date range needs (ex: Jan -March)

## SPECIAL DIETARY NEEDS & DISPOSABLE ITEMS

Disposable items are reimbursable for items such as diapers and wipes for children three (3) years and older. Disposable items can also be pull-ups & disposable pads for incontinence.

Special Dietary needs: Vitamins, Boost, Ensure & thickener.

- The family should contact Family Supports to acquire a “Request for Services Form”
- The family should define on the request form the quantity, estimated cost, and duration of service.
- The family should submit completed request for service forms to Family Supports along with a letter of need.

## ADAPTIVE EQUIPMENT

This service is designed to provide families with financial assistance in purchasing adaptive equipment that improves the living environment and enhances the independence of the enrolled family member. Family Support must be the payer of last resort.

- The family should acquire a letter of recommendation from an appropriate professional that identifies the specific equipment needed including vendor name, item number, quantity and price.
- The family should determine if this item is covered by insurance or other funding.
- The family should contact Family Supports to acquire a “Request for Service Form”.
- Limit of 5 items per month.

## THERAPY

This service is designed to assist family members in meeting the special behavioral, medical, emotional, or personal needs of the family member. Family Support is Payor of Last Resort. We can assist with co-pays for ABA or other behavioral therapies, Speech Therapy, Occupational Therapy, Physical Therapy, Mental Health and Music Therapy.

## HOME MODIFICATION

Financial assistance with minor home modifications such constructing ramps, widening doorways, modifying bathrooms and assistance with fencing.

## CAMP

To request camp vouchers or reimbursement the family will submit a request form along with a flyer or link to the camp being requested. Please provide camp cost and camp durations, camp name and who is to be paid/reimbursed. **NO SCHOOL RELATED CAMPS WILL BE COVERED.** Examples of camps that are covered: karate, gymnastics, dance, swimming and camps at a camp facility.