

## HOLMES COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

### Family Support Services Policy

**Purpose:** Family Support Services (FSS) assists the family to meet the needs of the eligible individual in the family home, promote self-sufficiency and promote family unity by meeting the special needs of the eligible individual. The purpose of this policy is to establish guidelines regarding the use of Family Support Services.

**Policy:**

- A. Family members who live with a Holmes County resident who is eligible for Board of Developmental Disabilities services may receive FSS funds.
- B. Family members include parent, brother, sister, spouse, son, daughter, grandparent, aunt, uncle, and/or cousin of Holmes County Board of Developmental Disabilities eligible individual.
- C. FSS funds can be used for:
  - a. Respite care.
  - b. Counseling, supervision, training, and education related to the eligible individual's special needs.
  - c. Special diets, purchase/lease of specialized equipment, disability related modifications to the home in which the eligible individual resides.
  - d. Summer programming, leisure activities, and social skill development for the eligible individual.
  - e. Other services that meet the purpose of the program.
- D. Annually, the Board will shall budget a maximum amount of funding for the program year and determine an amount of funding available per eligible individual.
- E. Participants shall not pay a fee/copay for participating in the FSS program.
- F. Annually, individuals/families shall apply to participate in the FSS program.
- G. Individuals who have an HCBS Medicaid waiver shall use waiver funding if the same or similar service they are seeking from FSS is available through their waiver. Exceptions can be made at the discretion of the Superintendent.
- H. Whenever appropriate, families will be requested to access alternate available sources of funding/support.
- I. Requests for purchases/services shall be initiated by the family, must meet program requirements, be pre-approved by the Board's Family Support Coordinator, and are subject to available resources in order to qualify for reimbursement.
- J. At the time of annual application and if a requested purchase/service is denied, the individual/family shall receive due process rights.
- K. To receive reimbursement, the individual or family shall submit to the Board a statement of the expenses incurred accompanied by proof of payment.

Legal References OAC 5123:2-1-02, 5123:2-1-12, ORC 5126.11

Board adopted on 5/28/16