CUYAHOGA COUNTY
Board of Developmental Disabilities

Family Supports Program (FSP) Guidelines

Families support people with DD who live at home. Cuyahoga DD recognizes this effort!

One way we help family caregivers is with the Family Support Program (FSP). Enrolled participants can use their FSP allotment for specific goods and services to meet their needs.

FSP Eligibility

FSP participants must be eligible for Cuyahoga DD services. If you are new to Cuyahoga DD or don't know your status, please call Eligibility at (216) 736-2673.

Cuyahoga DD reviews FSP enrollment applications on a first-come, first-served basis.

You are not eligible for FSP if you:

- Receive a Medicaid Home and Community-Based Services Waiver (Level 1, Individual Options, or Self-Empowered Life Funding).
- Live in an intermediate care facility (ICF).
- Live in foster care.
- Are suspected of FSP fraud.
- Have a proven MUI for exploitation and/or misappropriation.

If you are assigned to a Support Administrator, please contact them to access services and supports to meet your needs.

Annual FSP Allotments

Participants Younger than 18

- The annual FSP allotment is based on your household's reported taxable income.
- Enrollment date before July 1**:** $750 or $1500 per person
- Enrollment date on or after July 1**:** $375 or $750 per person

Participants Ages 18 and Older

- Household income is not considered.
- Enrollment date before July 1: $1500 per person
- Enrollment date on or after July 1: $750 per person

Important Information

- The FSP calendar year begins January 1.
- FSP funds are available as of your Enrollment Date

- Funding may not always be available.
- We fulfill requests on a first-come, first-served basis as funding allows.
- Eligibility and funding may change annually based on total participants and available funds.
- FSP funding ends if a person is no longer eligible for the program.
- Participants may spend up to $400 of their FSP allotment on Recreation.

For questions about using your allotment, please contact Cuyahoga DD's Family Supports Coordinators by calling 216-736-2947 or emailing FamilySupports@CuyahogaDD.org.

NEON (North East Ohio Network) helps Cuyahoga DD administer the FSP. NEON sends payment(s) directly to the provider or vendor of covered services. NEON does not send checks to FSP participants or their families. The payments say NEON, but the funds are from Cuyahoga DD's tax levy.

All requests for services are due by November 15. NEON must receive all invoices from the previous calendar year by January 31. FSP cannot fund anything provided before your FSP enrollment date, or any requests for services submitted after Nov. 15.

Please contact NEON for questions related to payments for service requests:
Phone: 1-800-237-6828 (Fax: 1-855-336-6968)
Email: cuyfss@neoncog.org
Mail: Cuyahoga DD Family Supports Program c/o North East Ohio Network
721 Boardman Poland Road, Suite 103
Boardman, OH 44512

FSP Services & Resources

Incontinence Supplies

FSP may fund incontinence supplies for adults and children over three years old. Supplies cannot be eligible for payment through Medicaid or another insurance program.

An annual physician's prescription must certify the person's incontinence.

A company Cuyahoga DD works with will deliver supplies to your home by the 10th of each month. Many brands are available. Options may be limited. Contact NEON immediately if your type, size, or quantity changes.

Approved supplies may include:

- Pull-ups
- Wipes
- Hygiene gloves
- Incontinence pads
- Plastic sheets
- Incontinence supplies funded under contract

Specialized Nutrition

FSP may fund specialized nutrition. This nutrition complements a meal. It helps you meet daily caloric and

nutritional requirements. Specialized nutrition items may also include thickeners and dietary shakes.

Your physician must supply your diagnosis and nutritional-supplement prescription each year.

Special Equipment

FSP may fund special equipment, including:

- Sensory items
- Weighted blankets/vests
- Therapy balls
- Adapted utensils/plates
- Orthotics
- Adapted strollers (ages 3 and older)
- Communication devices
- Adapted car seats

FSP does not fund:

- Medical equipment
- Items covered by insurance
- Subscriptions or devices requiring subscriptions
- Trampolines, pools, spas, saunas
- Items solely for entertainment or recreation
- Toys, playsets, or items typical for the individual's developmental age
- Gaming consoles and laptops
- General utility items (toothbrush, mirrors, blenders, etc.)
- Devices used only to restrict movement or function
- Bed tents or safety sleepers
- Markers, crayons, stencils or art supplies
- Books, puzzles, flashcards or other educational materials
- Outdoor swing sets
- Furniture: Nugget couches, kids' couches, or playtime furniture
- Stuffed weighted animals
- Items when a lower-cost item meets the assessed need

How to Get Special Equipment

Discuss your needs with your Occupational Therapist, Physical Therapist, Speech/Language Pathologist, or Pediatrician/Physician.

Your assessment first must identify a special equipment need. The recommended item must be the lowest-cost option to meet the assessed need. Then, your medical specialist MUST complete the Cuyahoga DD equipment request form at www.CuyahogaDD.org (click "Family Supports"). It is also online at www.neoncog.org.

If an item is incorrect, or broken or damaged upon receipt, please call NEON at 1-800-237-6828 ext. 114 within fourteen (14) days of receipt. Returns are subject to the vendor policy and any restocking charges.

The family/individual is responsible for each FSP item's care and upkeep. If you have any questions about using or caring for an item, please contact your therapist.

Infant and Toddler Services

FSP may fund traditional therapies for children under age three. These may include Occupational Therapy, Physical Therapy, and Speech/Language Therapy. FSP does not fund these therapies for people ages three years or older.

Recreation

The FSP may pay for ongoing community-based recreation. Recreation must take place in Cuyahoga County. You may spend up to $400 of your FSP allocation on recreation; the FSP Recreation limit is $400.

FSP participants can fill out an online form to request recreation. Cuyahoga DD's Family Supports Coordinators can help: call them at 216-736-2947 or email FamilySupports@CuyahogaDD.org.

You must enroll in FSP before you can request funding. FSP does not pay for pre-enrollment recreation. Recreation requests must start in the same calendar year as your FSP allotment. NEON will send payment directly to the recreation provider. We cannot directly reimburse you.

Approved community-based recreational activities include:

- Music activities/therapy
- Therapeutic horseback riding
- Aquatics activities
- Museum Memberships
- Art activities
- Dance activities
- Sports activity participation, and more!

FSP will not cover tickets for single events. Activities that are not covered include:

- Concerts
- Theater tickets
- Sporting Event tickets
- Day Passes to Recreation

Camp Assistance

FSP may fund camp programs that meet the FSP participant's needs. Visit our website for camp forms: www.CuyahogaDD.org. You must complete and submit the online Camp Authorization Form in advance for prior approval. Camps must take place over several days (consecutive or weekly) for a set period. Single-day camps, activities, summer experiences, and other programs are not covered as Camp through the Family Supports Program. Please review our Camp Guidelines for more information.

Respite Care

Respite care provides an occasional break for families. You may access FSP respite care if your family member requires specialized care. Specialized care exceeds the limits of an untrained provider. Families will train the provider they select on the specific service needs of their loved one.

There are two types of respite-care providers: Family Selected and Certified.

Family-Selected Provider: This is an adult (age 18 and older) you know who would be a good caregiver for the FSP participant. They cannot currently live in the participant's house or be the participant's parent.

Typically, a family-selected provider is an extended family member, neighbor, or friend. You will negotiate

the pay rate with them. Your FSP allotment pays the provider for their hours of respite care.

Ask our Family Supports Coordinators for a Family-Selected Provider Packet.

Certified Providers: This is an independent provider certified by the Ohio Department of Developmental Disabilities (DoDD) to provide respite and/or homemaker personal care (HPC) through a DoDD Waiver. This certification requires:

- Background check.
- Coursework related to caring for people with disabilities.
- First Aid and CPR certification.

Certified Independent Providers for FSP must also sign a NEON contract. These providers may provide services in your home or theirs. If the services take place in the provider's home, Cuyahoga DD checks for 1) a separate sleeping area and 2) no obvious health and safety concerns.

The Certified Providers list and required respite forms are here: www.CuyahogaDD.org.

The family and provider will negotiate a respite-care pay rate. For services 10 hours/day or more, you will negotiate a daily pay rate that does not exceed $205 a day. For services less than 10 hours/day, use an hourly rate not exceeding $20.50 per hour.

Emergency Respite: When something unexpected happens with the primary caregiver that impacts the FSP recipient's daily care for an extended period, Emergency Respite funds may be available if you have already spent your FSP allotment.

If you cannot find help, contact our Family Supports Coordinators at (216) 736-2947 to discuss the situation and determine eligibility. The caregiver's circumstances and the FSP allotment balance determine your eligibility.

Sometimes, emergency respite is due to a caregiver's emergency. In this case, we require the following documentation:

- A physician letter or obituary notice, or
- A letter explaining the primary caregiver's illness.
- State why the primary caregiver cannot provide daily care to the FSP participant.

Families eligible for Emergency Respite must send NEON the time frame and daily hours on required respite forms.

Emergency Respite service details:

- You may receive up to 30 emergency-respite days per calendar year.
- Emergency-respite days may be consecutive or not.
- The maximum hourly rate is $10. This rate is for 5 or fewer daily service hours.
- The maximum daily rate is $65. This rate is for 6 or more daily service hours.

Home Modifications

FSP may fund home modifications based on an assessed need. An assessment must be conducted in the participant's home by an appropriate therapist or qualified professional. Home modification projects require evaluation, competitive bidding, and installation.

Once approved, a home-modification coordinator will manage your project. They ensure your project is completed according to all applicable housing and building codes. They must:

- Be appropriately certified.
- Be an approved Cuyahoga DD vendor.
- Obtain all necessary building permits.

Home modifications can take a long time. Outdoor work depends upon weather conditions. Work may be postponed in bad weather. Please plan accordingly.

Your landlord must give written permission before we can modify your live-in rental home.

We deduct home modification costs from a separate fund. This cost is not included in your annual FSP allotment. Home modification costs have a lifetime limit.

Examples of FSP-funded home modifications include:

- Ramps
- Porch lifts
- Bathroom modifications
- Stair glides

For questions about home modifications, please contact our Family Supports Coordinators at (216) 736-2947 or familysupports@Cuyahogadd.org

Please Remember:

- These guidelines may be updated periodically; the most recent version is online at www.CuyahogaDD.org.
- Your FSP allotment will not cover anything eligible for payment through Medicaid or another insurance program.
- Participants whose Enrollment Date is on or after 7/1 will receive a prorated allotment.
- When you purchase a supply or service, we deduct the cost from your allotment.
- When you spend from your allotment, we will send you an *Explanation of Benefits*.
- You must pay the excess cost of anything over your allotment.
- You must pay the excess cost of anything over the Recreation $400 FSP limit.
- Requests for services must be submitted by 11/15.
- NEON must receive all invoices from the previous calendar year by January 31.
- Service payments cannot cross calendar years.
- Your FSP allotment cannot pay for anything provided before your FSP Enrollment Date.

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