

## **Sedgwick County Developmental Disability Organization**

### **Funding Committee General Process**

#### **PURPOSE**

Funding committee responds to requests for services and supports from individuals eligible for intellectual and/or developmental disability (IDD) services. There are two basic means of accessing funding for an individual through the CDDO. 1) Access to local discretionary funding – i.e. requests for Family Support, Incidental Consumer Supports, and One-Time Funds. 2) Waiting list exceptions – i.e. Crisis Access and New Access to HCBS-IDD Program services for priority populations. The committee also reviews and monitors timely access to services and network capacity via updates submitted by Targeted Case Managers (TCM).

#### **GENERAL INFORMATION**

1. The funding committee meets weekly and consists of Sedgwick County Developmental Disability Organization (SCDDO) management team members or their designees.
2. Funding requests shall contain details regarding attempts made to meet the individuals' needs through natural supports, community resources or alternative funding. An individual's Managed Care Organization (MCO) resources and/or private insurance resources must also be exhausted.
3. Decisions are made based on the IDD needs of the individual as well as funding availability.
4. Annual functional assessment (formerly BASIS) must be completed timely, if applicable.
5. Individuals/ guardians agree to cooperate and comply with request for information made by SCDDO or the State of Kansas as required to apply for Medicaid or process the requests.
6. Appointments to present additional information as requested by the committee or during the appeal process may be scheduled with the TCM Coordinator.
  - a. Parents, guardians, family members, individuals and TCM may be requested to attend in person or via phone.
  - b. Appointments are limited to 15 minutes.
7. TCM's may be contacted during the funding committee process to clarify or obtain additional information which would enable the committee to make a decision. If the TCM is not available the request may be placed in tabled status to obtain the additional information. Regarding tabled requests, the deadline for accepting additional information on tabled requests will be extended to the day of Funding Committee.
8. Individual / guardians will be notified directly via letter from SCDDO of the committee's decision within three business days following the decision. The individual's TCM and MCO (if appropriate) will receive a copy of the letter that is mailed from SCDDO. If the individual / guardian does not agree with the decision the notification will contain specific guidance to pursue additional action with SCDDO and a copy of SCDDO policy A-04 Dispute Resolution: Disputes with SCDDO will be included in the letter. See FUNDING COMMITTEE DECISION section below.

9. TCM's will be notified of the committee's decision within two business days following the decision via the funding committee meeting minutes. The minutes documenting the decision will be emailed to each TCM director or designee.
10. Funds are allocated for specific purposes and may not be used for other items / services without funding committee approval. Any exceptions to these guidelines must be approved by funding committee.

## **DOCUMENTATION**

1. Request forms shall not be changed for any reason; this includes adding or removing options such as text boxes and additional cells or categories.
2. Funding documentation is located on the SCDDO web site, [www.sedgwickcounty.org](http://www.sedgwickcounty.org).
  - a. Completed requests must be submitted by noon each Monday.
  - b. Completed requests may be emailed to the [FundingRequests@sedgwick.gov](mailto:FundingRequests@sedgwick.gov) or delivered to the TCM Coordinator.
  - c. Incomplete packets will be returned to the TCM and will not be reviewed until complete.
3. Income verification is required for all types of income reported in the request. Verification can be submitted through the following documents:

SSI/SSDI	<ul style="list-style-type: none"> <li>• Letter from Social Security (within the last year)</li> <li>• Bank Statement showing the deposit is from Social Security, the remainder of the entries can be blacked out</li> <li>• A photo of the bank statement or letter is sufficient</li> </ul>
Family Support / Subsidy	<ul style="list-style-type: none"> <li>• This benefit is no longer provided to families</li> </ul>
General Assistance	<ul style="list-style-type: none"> <li>• This would be any other public assistance that is provided to the family</li> </ul>
Temporary Aid for Needy Families (TANF)	<ul style="list-style-type: none"> <li>• Original letter from Kansas Department for Children &amp; Families (DCF) showing benefit amount</li> <li>• Printout of monthly benefit from DCF</li> <li>• <a href="http://www.ebtedge.com/gov/portal/PortalHome.do">http://www.ebtedge.com/gov/portal/PortalHome.do</a> (website provides ability to check balance and review transactions)</li> </ul>
Employment	<ul style="list-style-type: none"> <li>• Pay stubs (last 2 is preferred)</li> <li>• Tax returns from previous year</li> <li>• Bank statement showing deposit is not sufficient because it does not provide gross income</li> </ul>
Alimony/Child Support	<ul style="list-style-type: none"> <li>• Court order showing amount</li> <li>• Printout from Kansas Payment Center website <a href="http://www.kspaycenter.com/payrecords-search.aspx">http://www.kspaycenter.com/payrecords-search.aspx</a></li> </ul>
Trust Fund/ Adoption Subsidy	<ul style="list-style-type: none"> <li>• Letter from child placing agency detailing the amount</li> <li>• Adoption contract showing amount</li> </ul>
Food Stamps (Vision Card)	<ul style="list-style-type: none"> <li>• Original letter from DCF showing benefit amount</li> <li>• Printout of monthly benefit from DCF</li> <li>• <a href="http://www.ebtedge.com/gov/portal/PortalHome.do">http://www.ebtedge.com/gov/portal/PortalHome.do</a> (website provides ability to check balance and review transactions)</li> </ul>

Other (please explain)	<ul style="list-style-type: none"> <li>• Could refer to retirement funds received by family</li> </ul>
------------------------	--

4. Doctor orders/professional recommendation is a recommendation identifying need and necessary supports required to meet the individuals IDD related needs. (Examples: Dentist, Physical Therapist, Occupational Therapist, Speech Pathologist, Physician, etc.)
5. Signature pages showing approval must be submitted with Person Centered Support Plan (PCSP), Individual Education Plan (IEP), Psychotropic Medication Plan (PMP), Behavior Support Plan (BSP), and Mental Health Case Plan.

### **FUNDING COMMITTEE DECISION**

1. If the individual / guardian does not agree with the decision made by funding committee and would like to present additional information and/or documentation, they may ask for reconsideration and should present the additional information to be considered.
2. An appeal can be made to ask the funding committee to revisit the funding committee's denial or decision concerning a request for service and/or supports. The TCM and/or the SCDDO TCM Coordinator may assist individuals with the appeal process.
  - a. A written request must be submitted to appeal the funding committee's decision.
  - b. Appeals must occur within 30 days of the original decision.
  - c. TCM's will be notified of the committee's decision within two business days following the meeting. The minutes will be emailed to each TCM director or designee for dissemination. The individual/guardian will be notified directly by SCDDO via letter of the outcome of the appeal request with copies to the TCM/MCO (if appropriate). A copy of the SCDDO policy A-04 Dispute Resolution: Disputes with SCDDO will be included in the letter.
  - d. Following the initial 30 day appeal, individuals may enter into a dispute resolution process with the SCDDO according to policy A-04, Dispute Resolution: Disputes with SCDDO.

### **CUSTOMER SATISFACTION**

SCDDO strives to provide a high level of quality customer service and support to those who we serve. In keeping with Sedgwick County values that demand ethical behavior, good stewardship, integrity, and effective communication it is our commitment to ensure that SCDDO staff is delivering this standard. To better assist in making improvements individuals, families, service providers and partners are given opportunities to tell us how we are doing in the following ways:

1. TCM's will have the opportunity to provide feedback on their funding committee experience via an anonymous online survey.
2. Individuals, parents, guardians and other stakeholders will have the opportunity following their appointment to provide feedback on their funding committee experience via an anonymous online survey.