

Family-Directed Services Program Update Notification

To aid in communicating operational changes to the Children’s DD Family-Directed Services (FDS) Program, a *FDS Program Update Notification* will be e-mailed to Support Brokers when operational changes occur. *FDS Update Notifications* will be stored on the FDS DHW website. This will make it easier for all to make and track operational adjustments. Please direct comments or questions to neserd@dhw.idaho.gov.

New FDS Case Coordinator

Please join me in welcoming Marcy Howell to the FDS Case Coordinator team. Marcy will join Jennifer Funk and Noralee Fitch in reviewing plans and providing training. Marcy will be based out of the Pocatello office and be providing training in Pocatello, Idaho Falls and Twin Falls. You will be notified when Marcy takes on a caseload.

Contact Information

Jennifer Funk:	FunkJ@dhw.idaho.gov	(208) 798-4118
Noralee Fitch:	FitchN@dhw.idaho.gov	(208) 475-5091
Marcy Howell:	HowellM@dhw.idaho.gov	(208) 234-7978

New SSP Submittal Process

Effective April 1, 2015 all *Support and Spending Plans (SSPs)* and *Plan Change Forms* must be submitted to a centralized email address:

DDFamilyDirectedProg@dhw.idaho.gov

Please put the child’s name first in the subject line of the email, last name first. For example if the child’s name is John Doe and the email is regarding a SSP, the subject line would read: Doe, John SSP. This will enable quick sorting of the centralized email contents. Submitting to a centralized email address will streamline processes by allowing Case Coordinators to provide coverage for each other.

Failure to Write a SSP in 90 Days

A SSP must be submitted to the Case Coordinator within 90 days of the date of initial eligibility. If a SSP is not submitted to the Case Coordinator within 90 days of this date the case file will be closed. Idaho Center for Disability Evaluations (ICDE) will be notified to close the eligibility segment.

Once the case has been closed, if the family is later interested in obtaining services, they may complete an application update form, the form will be sent to Central Intake to submit to ICDE for re-application.

New SSP Version

Effective May 1, 2015, there will be a new version of the FDS SSP. The new version of the SSP will be emailed to all qualified Support Brokers on April 15, and will also be available on the external FDS website www.familydirected.dhw.idaho.gov. New SSP *Instructions* will also be issued with the new FDS SSP version.



FAMILY AND COMMUNITY SERVICES

Family-Directed Services Program

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Plan Dates

Effective immediately, the Plan Start Date for initial SSPs (initiating FDS services for the first time) will be the date the family or legal guardian signs the plan. This will establish the Annual Start Date of future plans. The Annual Start Date of future SSPs will be a year from the previous Plan Start Date. For example, if a parent signed the SSP on 5/1/15, the SSP start dates would be:

1st year	5/1/15 - 4/30/16
2nd year	5/1/16 - 4/30/17
3rd year	5/1/17 - 4/30/18

Services can never begin until the Case Coordinator authorizes the SSP.



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REMINDERS

Complete SSPs

Be sure the SSP is completed in detail to avoid delays in processing. Please don't leave blanks incomplete, if a question is not applicable, please indicate so with a "n/a".

State and Federal Child Labor Laws

It's important to know that FDS parents and legal guardians are legally responsible for following all state and federal labor laws, including child labor laws. The Idaho Department of Labor is an excellent resource and has a well-organized website for this type of information.

SSP Checklist

To prevent authorization delays due to incomplete *Support and Spending Plans (SSP)*, a *SSP Checklist* must be attached to the front of all SSPs submitted. Incomplete SSP packets may be delayed or returned. A *Recommendation for Goods and Services* is required for all requests of goods and services beyond basic skill building. A letter from a professional does not replace the *Recommendation* form.

Support Broker Manual and FDS Forms

The *Support Broker Manual* and FDS forms are revised periodically as a result of federal regulation and program procedure changes. The *Support Broker Manual* and FDS forms on the DHW FDS website are the current versions. Below is the link to the FDS website:

www.familydirected.dhw.idaho.gov

Please use the current version of the *Support Broker Manual* and FDS forms. To assure the manual you have is a current version, please refer to the version date on the document.

www.familydirected.dhw.idaho.gov