

Family Directed Services Program Update Notification



Past publications of the *FDS Program Update Notification* are stored on the FDS DHW website.

Welcome our New Case Coordinator

Please join us in welcoming Laura Banks as our new Case Coordinator for FDS. Laura comes to our program with many years experience working with children with disabilities as a direct staff and supervisor. Welcome Laura!

Alphabet by Child's Last Name	Case Coordinator Contact Information		
A-D	Jennifer Funk	Jennifer.Funk@dhw.idaho.gov	208-798-4118
E-K	Lynda Bales	Lynda.Bales@dhw.idaho.gov	208-234-7978
L-R	Noralee Fitch	Noralee.Fitch@dhw.idaho.gov	208-475-5091
S-Z	Laura Banks	Laura.Banks@dhw.idaho.gov	208-475-5094

What's New in Paperwork?

Reference Documents: An updated Frequently Asked Questions and Allowable and Non-Allowable Expenses for Family Directed Services will be updated to the FDS Website within the month. Please be on the lookout for these two updated documents and always ensure you are distributing the most updated information with FDS participants.

Plan Change Form: Updates have been made to the Plan Change Form to clarify the CSW wage on Plan Change Forms. This update is a minor change however, if you have any questions regarding how to complete this form, please contact a Case Coordinator. The new document will be uploaded in January and **must be implemented as of February 1st, 2017.**

Submitting SSPs and Plan Change Forms

All documents relating to the Support and Spending Plan and/or Plan Changes should **only** be submitted to the DDFamilyDirectedProg@dhw.idaho.gov email address.

Format the subject line of the email as such: Last Name, First Name: Topic of document attached.
For example: Doe, John: SSP

Refer to the September 2016 Update Notification for more information regarding this procedure.

Submitting Support Broker Requalification

Documentation of a Support Broker's 12 hours of annual ongoing training must be submitted 45 days prior to the expiration of qualification to CDSO@dhw.idaho.gov **only**. It is your responsibility to know when your qualification expires and when to resubmit documentation of training.

FAMILY AND COMMUNITY SERVICES

Family-Directed Services Program

www.familydirected.dhw.idaho.gov

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Mileage Reimbursement

The federal reimbursement rate for mileage was recently lowered to 53.5 cents per mile. Transportation Support for more than the federal reimbursement rate cannot be approved. As a reminder, Transportation Support is only available for Community Support Workers during the time they are transporting a child to an activity where they will be supporting the child. Commuting to/from work is not a reimbursable expense.

What is Respite?

Respite Care provides supervision to the participant on an intermittent or short-term basis because of the need for relief of the parent/legal guardian and cannot be used to allow a parent/legal guardian to attend work or school. Respite Care is provided by a CSW and does not include skill building. A CSW's wage when providing Respite Care must meet the Fair Market Value standard and be no more than \$11/hour before taxes.

When is a child's file closed?

If an initial SSP is not approved within 90 days of the date on a child's budget letter from Liberty Health Care, a child's file must be closed.

If an annual SSP is not approved within 90 days of the previous SSP's end date, a child's file must be closed.

If an SSP is submitted on the 90th day, this does not allow enough time for review and approval and the file will be closed. An Application Update will be required to reopen the file.

Change From a Vendor Check

If an approved service or good goes on sale after a vendor payment is issued, the difference in cost must be returned to the FEA and deposited back into the child's budget. This applies to vendor checks as well as gift cards to purchase approved items. Contact your FEA if you need instructions on how to return funds to the budget.

Past Update Notifications

Previous Update Notifications are stored on the FDS Website. Please review this information and stay up to date with FDS processes and procedures.

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