PURPOSE

This policy establishes criteria for flexible funding requests under the Family Support Program.

SCOPE

This policy applies to requests made by families for funding for eligible clients under the DDD Family Support Program (WAC 275-27-220). Service need level has been established based on the risk of out-of-home placement and other factors as described in WAC 275-27-223.

POLICY

Flexible funding purchases shall not exceed $900.00 during the service funding period. Respite care, attendant care and related services, including community activities used to provide respite, are not considered under the $900.00 limitation and may be used up to the authorized funding amount.

1. Flexible spending will be limited to the approved “list” of goods and services (attached).

2. The requested service must be necessary as a result of the disability of the client.

3. The family must present a justification by a third party knowledgeable in issues relating to developmental disabilities or an expert in the area requested, such as a therapist, doctor, or educator.
4. The request must be received by DDD no later than mid-way through the service funding period. A later request must include circumstances justifying it as an emergency.

**EXCEPTION**

In order to exceed the $900 limit, or in a situation where the family requests an item not on the list (“other”), the following must be considered by the regional administrator:

1. The request must address how the purchase will replace or reduce ongoing expenditures by the department; for example, the need for respite care in the future will be replaced or reduced and the amount of the replacement or reduction will be a part of the request.

2. If other family members will use a purchased item, DDD will discuss with the family the proportion of use by the family member with a developmental disability and negotiate with the family the amount DDD will contribute according to that proportion.

3. The service need level will be reviewed if it appears from the request that the risk of out-of-home placement is reduced.

**PROCEDURES**

**SUPERSESSION**

Approved:  /s/ Norm Davis

Date: 11/22/1996

Director, Division of Developmental Disabilities

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