

Recreation Council of Greater St. Louis FY18/19 Extended Day Application Checklist

All individuals are required to re-apply for the Extended Day program for each fiscal year, regardless of whether or not the individual was in the program and/or on the waitlist for the previous fiscal year.

If any of the required items listed on this page are missing, incorrect and/or incomplete, the FY18/19 Extended Day Application will not be approved. Original signatures are required.

Please submit the completed application to: **Recreation Council of Greater St. Louis
200 South Hanley Rd, Suite 100
St. Louis, MO 63105**

- Original FY18/19 Extended Day Needs Assessment
- Original FY18/19 Extended Day Application
- Receipt of FY18/19 Extended Day Individual Service Agreement & Release of Information
- Family Participation, Release of Liability, and Provider Background Information
- Verification of Disability (REQUIRED for individuals new to the program)
- Original Consumer Eligibility Form (REQUIRED for individuals new to the program or if demographic information has changed)
- Verification of Household Income
- Verification of Parent/Guardian participation in adult basic education program, college classes, required job-related class or training program leading to employment (submit only if applicable)
- Verification that consumer is attending school (submit only if consumer is age 18-21 years old)
- Verification that consumer is attending an adult day program or employed at a Sheltered Workshop (submit only if consumer is 18 years old, or older, and no longer in school)



**If you have any questions or concerns, please contact
the Recreation Council at 314-772-2299**

Recreation Council of Greater St. Louis FY18/19 Extended Day Service Ticket Manual

Note to Service Advocate/Service Coordinator: Please review this manual prior to completing the application, then detach and provide to parent/guardian.

A. INTRODUCTION TO THE SERVICE TICKET PROGRAM

The purpose of the Extended Day program is to allow for self-determination. Thus, individuals choose their own service provider and choose services which:

- improve the quality of their life
- support individuals in maintaining or improving their independence
- allow individuals to be involved in activities outside the home

To be eligible for Extended Day program:

- you must be a resident of the City of St. Louis
- you must have one or more of the following disabilities diagnosed before the age of 18:

1. **Autism**
2. **Cerebral Palsy**
3. **Epilepsy**
4. **Intellectual Disability**
5. **Severe Learning Disability impairing many areas of daily living**
6. **Meet the functional definition of a developmental disability as determined by the St. Louis Regional Office (SLRO).**

B. PURPOSE OF EXTENDED DAY

The Extended Day Program is defined as habilitative services regularly scheduled and provided to the individual with a developmental disability before and/or after school, day program, or Sheltered Workshop hours. The program targets individuals who require services beyond what a typical baby-sitter or day program would provide, as a result of the developmental needs of the individual. Such individuals require 24-hour supervision. This program is designed to help supplement the cost of extended day services. Hours are meant to last for the entire year; there are no extensions.

Extended Day Program hours are from:

Monday through Friday, from 6:00 a.m. to 8:00 a.m. and 2:00 p.m. to 6:00 p.m. for a maximum of three (3) hours per day. Families are required to submit a monthly work/class or program schedule along with the billing sheet.

For individuals in school, this service is offered during the regular school year only (**August 14, 2018 through May 23, 2019**) according to the St. Louis Public School District 2018-2019 Academic Year Calendar (**this does not include Summer School**). Funding is only for services provided on days in which classes are open for students. Individuals who attend schools outside of the St. Louis Public School District must provide verification of their school's regular academic school year to ensure reimbursement for services provided on days in which their school is open for students.

For individuals who are no longer in school, this service is offered between July 1, 2018 and June 30, 2019.

It is the family's/primary caregiver's responsibility to arrange and determine the provider and the location of services. Extended Day services may be provided through a number of programs/settings, which provide services through payments of full or partial cost for eligible individuals based on a sliding scale fee system. The family co-pay, if any, will be determined using the information provided in the Extended Day Needs Assessment.

Recreation Council of Greater St. Louis FY18/19 Extended Day Service Ticket Manual

C. Extended Day Service Ticket Eligibility Requirements

Services can only be utilized by the parent or guardian under one or more of the following guidelines:

- Parent/Guardian employment
- Parent/Guardian current participation in an adult basic education program, college classes or required job-related class (the school schedule of the Parent/Guardian must be submitted to verify participation)
- Parent/Guardian current participation in a training program leading to employment.
- For foster parents, the Foster Care Case Manager verifies that there is no other similar service available.

To be approved for the Extended Day program, you must meet DD Resources eligibility criteria in addition to the following:

- **Extended Day services are for individuals age 13 and up. An individual is not eligible for Extended Day services or placement into the Extended Day wait list until their 13th birthday.**
- **Individuals between the ages of 13 and 18 must be in school to be eligible for services.**
- **Individuals 18 years old and older must require 24-hour supervision and either:**
 - still attend school
 - attend an adult day program
 - be employed at a Sheltered Workshop
- **Parent/Guardian will be required to submit one of the following in order to provide income verification:**
 1. Salary/Wage check stubs for the past three months, according to the date the application has been submitted (i.e., if an application is received by the Recreation Council on September 1, 2018, salary/wage check stubs for the months of June, July and August 2018 will be required). In addition, verification of other sources of income is still required (including Social Security, SSI, TANF, Foster Parent subsidies, etc.).
 2. If three months worth of check stubs are not submitted, a statement from the employer, on company letterhead, verifying date started, rate of pay per hour and what hours are worked (shift) and how often paid should be submitted.
 3. If a parent does not work and participates in an adult basic education program, college classes or a training program leading to employment, verification of participation in such a program should be submitted (this can include a written statement on company letterhead from the program the individual is participating or a course schedule). In addition, verification of other sources of income is still required (including Social Security, SSI, TANF, Foster Parent subsidies, etc.).

Please note: Rate will be determined by family's level of income. Level of income will be verified by the Recreation Council.

Family Income Level <i>Circle the response that reflects the family's total income</i>	Extended Day Unit Rate <i>(Recreation Council will pay...)</i>
1 Family income of \$69,460.00 or more	\$5.01 per unit
2 Family income of \$30,201.00 to \$69,459.99	\$5.97 per unit
3 Family income \$30,200.99 or less	\$7.19 per unit

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D. EXTENDED DAY SERVICE TICKET FUNDING GUIDELINES:

1. Use of Family Members as Providers

Recreation Council will not pay parents or step-parents to provide Extended Day, regardless of their residence. Recreation Council will pay other family members as providers only if they meet minimum qualifications and reside outside of the home of the eligible individual.

2. Provider Qualifications

Providers to be reimbursed by Recreation Council must be at least 18 years of age and reside outside of the home of the eligible individual.

3. Services to Siblings

Recreation Council will pay for additional siblings who qualify for this program. Please note, separate applications must be completed by the family and the DD Resources Service Advocate/SLRO Service Coordinator and approved by the Recreation Council.

4. Extended Day Wait List

Individuals are placed into the Extended Day program in the order that correctly completed applications have been received by the Recreation Council. Please contact your DD Resources Service Advocate/SLRO Service Coordinator for more information. Placement into the Extended Day program is based on a first come, first served basis.

A completed FY18/19 application must be received and approved by the Recreation Council prior to an individual entering the program or prior to an individual being placed on the wait list. In the event that the Extended Day Program has reached its capacity, all Extended Day Applications which have been correctly completed will be placed on a wait list for services in the order that they have been received by the Recreation Council. The wait list is for FY18/19 services only. Placement on the wait list does not guarantee that an individual will receive services during FY18/19, or any subsequent year. In addition, every individual must re-apply for the program for FY18/19, regardless of whether or not the individual was in the program or on the wait list during FY17/18.

5. Reimbursement for Extended Day Services

In order to receive reimbursement, service tickets must be filled out completely and received by the Recreation Council, along with all required supporting documents (including a monthly work/class or program schedule), by the designated timeline.

- Hourly employees must submit their work schedules that include dates and times worked with every monthly billing.
- Salaried employees must submit a letter from their employer stating their daily work schedule. This must be submitted two times per year in August and December.
- Parents/Guardians who are in school or a job training program must submit a class schedule every semester. The schedule should include the class names, dates and times.

In instances when a family has more than one individual using the Extended Day Service during the same time frame, the Recreation Council will reimburse at the full rate for the first individual whereas services for every second service user will be reimbursed at the half-rate. The Recreation Council will provide reimbursement based on the same payment schedule for any additional individuals.

**Recreation Council of Greater St. Louis
FY18/19 Extended Day Needs Assessment**

Please complete by circling the response which best describes your level of need.

Family Expressed Need

- 1 We occasionally need to use Extended Day (1-2 days each week)
 - 2 We require Extended Day on a regular basis (3-4 days each week)
 - 3 Extended Day is essential to continue in my current employment/education situation (5 days each week)
- Please explain: _____

Informal Sources of Support

- 1 We have daily access to other family members for assistance or support, including extended family, friends, neighbors and community organizations.
 - 2 We have occasional access to assistance and support from other family members, extended family, friends, neighbors and community organizations
 - 3 We do not have access to assistance and support from other family members, extended family, friends, neighbors and community organizations
- Please explain: _____

Financial Supports

- 1 Besides employment income, we receive:
 Child Support TANF SSI for my child
 Social Security Other: _____
- 2 We do not receive other financial support

Family Member Support Needs

- 1 Family member with developmental disability needs routine care, supervision, and has physical needs that require attention and support
 - 2 Family member with developmental disability has medical, behavioral, or physical needs that require attention and support
 - 3 Family member with developmental disability has intense medical, behavioral, or physical needs that require attention and support
- Please explain: _____

Other Family Needs (Circle all that apply)

- 1 There are other family members in the household with a developmental disability
- 2 Primary caregiver is someone other than the natural parent
- 2 The head of the household is a single parent
- 3 There is at least one other family member without a developmental disability who requires ongoing supervision or support (this does not include the primary caregiver)

**Recreation Council of Greater St. Louis
FY18/19 Extended Day Needs Assessment**

Are there special circumstances *which have not been considered through the assessment* in determining the individual/family need for Extended Day services? Additional points may only be assigned for circumstances not covered in the assessment. *Using discretion, Service Coordinator/Service Advocate can assign up to 3 additional points for extenuating circumstances (i.e., elderly parent/sick caregiver, etc.) by explaining the circumstance. If more space is needed, please attach additional pages.*

Please circle additional points: (1) (2) (3)

This program is designed to help supplement the cost of extended day services, not to provide full payment. Hours are meant to last for the entire year; there are no extensions.

Total Extended Day Points: _____

4 Points = 128 Hours	5 Points = 151 Hours	6 Points = 174 Hours
7 Points = 197 Hours	8 Points = 220 Hours	9 Points = 243 Hours
10 Points = 266 Hours	11 Points = 289 Hours	12 Points = 312 Hours
13 Points = 335 Hours	14 Points = 358 Hours	15 Points = 381 Hours
16 Points = 404 Hours	17 Points = 427 Hours	18 Points = 450 Hours
19 Points = 473 Hours	20 Points = 496 Hours	21 Points = 519 Hours
	22 Points = 540 Hours	

Annual Service Ticket Hours: _____

Monthly Average: _____

Parent/Guardian Signature

Date

Service Coordinator Signature/
Service Advocate Signature

Date

**Recreation Council of Greater St. Louis
FY18/19 Extended Day Application**

To be completed by the Service Advocate/Service Coordinator with the family

Client Name _____ DMH # _____

Age ____ DOB ____/____/____ Social Security Number ____-____-____

Parent Name _____ Phone Number: _____

Current Residence: _____
Address _____ City _____ Zip Code _____

Diagnosis: _____

Client's School/Adult Day Program/Sheltered Workshop: _____

For individuals still in school, does the client's school follow the St. Louis Public Schools calendar?

Yes No

If no, please submit the school calendar for your child (unless otherwise notified, the Recreation Council will only reimburse for services provided during the regular school year, according to the St. Louis Public School District Calendar).

Reason for Request: _____

Case Manager Name: _____ Case Manager Phone Number: _____

Extended Day Type (Check those that apply)

A.M. _____ P.M. _____ Both _____

Family Home _____ Provider Home _____ Agency Location: _____

FY17/18 Schedule Request: Start Date: _____ End Date: _____

Proposed Weekly Schedule (This must be reflected in the Family Expressed Need section of the Extended Day Needs Assessment) Families are required to submit a monthly work/class or program schedule along with the billing sheet. Families are also required to submit the consumer's schedule if consumer attends a day program or is employed at a sheltered workshop.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Start:					
AM End:					
PM Start:					
PM End:					

Household Income: \$ _____ Unit Rate: \$ _____
(This information will be verified by the proof of income)

**Recreation Council of Greater St. Louis
FY18/19 Extended Day Application**

Recreation Council of Greater St. Louis Use Only

Date ____/____/____ Account # _____

Authorization Status: Approved _____ Denied _____ Modified _____

Rate of Reimbursement: _____ Units: _____ Total Award: _____

Approved By: _____ Title: _____

Recreation Council of Greater St. Louis
Receipt of FY18/19 Extended Day
Individual Service Agreement & Release of Information Form

Extended Day Applicant's Name

This individual receives Extended Day services. This service is funded by the St. Louis Office for Developmental Disability Resources (DD Resources) and administered by the Recreation Council.

I authorize the St. Louis Regional Office (SLRO) and/or DD Resources and/or the Recreation Council to release any information pertaining to the above service for me or my family member/ward generated by/to SLRO to DD Resources and the Recreation Council. I further authorize DD Resources and/or the Recreation Council to contact any and all providers that I hire during FY18/19.

The individual's level of need for this service was recently assessed using the Extended Day Needs Assessment. According to this tool, it was determined that this individual should receive _____ units of Extended Day Service. This is an average of _____ units per month at a rate of \$_____ per hour totaling \$_____. This amount has been based on the individual's current need and the family's expressed need. This service will start on ____/____/____ and will end on ____/____/____. The number of units available is also dependent on the availability of funding.

Outcome to achieve: _____

<i>Month of Provided Service:</i>	<i>Service Ticket due by:</i>
July 2018	Last business day in August
August 2018	Last business day in September
September 2018	Last business day in October
October 2018	Last business day in November
November 2018	Last business day in December
December 2018	Last business day in January

<i>Month of Provided Service:</i>	<i>Service Ticket due by:</i>
January 2019	Last business day in February
February 2019	Last business day in March
March 2019	Last business day in April
April 2019	Last business day in May
May 2019	Last business day in June
June 2019	Last business day in July

By signing below, the following individuals are acknowledging that they have received and will adhere to the information outlined in the FY18/19 Extended Day Service Ticket Manual, Taxation of In-Home Care Payments and the Family Participation, Release of Liability, and Provider Background Information and that they have participated in determining the number of Extended Day Service hours needed for the fiscal year and are in agreement with how the hours will be utilized. The following individuals also understand that funding is based on availability of dollars and all requested units might not be funded.

 Parent/Primary Caregiver/Legal Guardian

 Date

 Legal Guardian if different from above (i.e. DFS)

 Date

 SLRO Service Coordinator Signature/
 DD Resources Service Advocate Signature

 Date

Recreation Council of Greater St. Louis
Family Participation, Release of Liability,
& Provider Background Information

I _____, _____ of _____
Print Name of Primary Caregiver Relationship Service User

have been fully informed of the policies and procedures of the Extended Day Program as outlined in the Extended Day Service Ticket Manual. I agree to cooperate fully with the program staff, follow program procedures and supply any and all pertinent information deemed necessary to administer the program or to safeguard the welfare of my family member. I understand that the St. Louis Office for Developmental Disability Resources (DD Resources) and the Recreation Council of Greater St. Louis do not employ or control and do not have the right to control the actions and activities of the person providing services to my family member. I understand that failure to follow any required policy or procedure may result in termination of my participation in the Extended Day Program by DD Resources and/or the Recreation Council of Greater St. Louis (Recreation Council).

In consideration of financial assistance for Extended Day services provided or to be provided, I hereby fully and completely release and discharge DD Resources and the Recreation Council and their employees, volunteers, officers and directors from any liability as a result of providing financial assistance and offering a voluntary Extended Day program for the care of my family member.

I understand and acknowledge that the Extended Day providers are self-employed, independent contractors hired by me (us) on an individual and independent basis, and DD Resources and the Recreation Council have made no representations, have no control over and assume no responsibility for such Extended Day providers. I further understand that DD Resources and the Recreation Council may offer, at their sole discretion, optional information and education programs for me (us) and/or for Extended Day providers chosen solely by me.

I have fully disclosed to the staff of DD Resources and the Recreation Council all pertinent facts about my family member's needs and acknowledge full responsibility for failure to do so.

I have been informed that for the safeguard and the welfare of my family member the Missouri Department of Health offers background screening. I understand that this is **voluntary** and will not prevent my family member from participating in the Extended Day program.