



Recreation Council of Greater St. Louis Recreation Voucher Program for St. Charles County Overview of the Program

The Recreation Council's recreation voucher is a reimbursement program designed to encourage people with developmental disabilities to experience a recreation program of their choice. This includes summer day camps, residential camps, adventure programs, and community recreation programs. The project is funded by the Developmental Disabilities Resource Board of St. Charles County (DDRB).

Vouchers are available for St. Charles County residents with developmental disabilities, which includes people with mental retardation, cerebral palsy, epilepsy, head injury and autism, learning disabilities caused by brain dysfunction. Participants must live in St. Charles County and have developmental disability as defined by the DDRB eligibility policy: www.ddrb.org/07-funding-guidelines-fy19/. Contact the Department of Mental Health, Regional Office in St. Charles County at 636-926-1200 to inquire on your current eligibility status, or to begin the process to determine your eligibility.

First, a participant chooses a recreation program. If funding assistance is needed, the participant submits an application to the Recreation Council to request funding for the chosen program. If the recreation provider agrees to accept our voucher, an approval form is mailed to both the participant and the program provider, which promises payment *after* the participant attends the program. Provider participation is voluntary, so payment arrangements must be made with the provider. Participants then register and pay the agreed amount for their recreation program to the provider. After the participant attends the program, the provider submits a request for payment from the Recreation Council. The Recreation Council pays the provider for programs *only* if the participant attended the program. The participant is responsible for fees charged for canceling or failing to attend a voucher-funded program.

Vouchers fund programs that occur between July 1 and June 30 of our current fiscal year. The voucher covers a portion of the program fee up to the maximum allowable cap. The participant pays the remainder of the program fee. Supplies, transportation, and registration fees are not covered. Applicants may request community recreation funds throughout the year for multiple programs until the cap is reached. Overnight camp funding is a one-time use voucher. Funds may be used for personal support to take care of high level support needs. Funding is granted based on availability of money. Program vouchers are written on a first-come, first-serve basis when program selection information is submitted. Proof of financial need is not required.

Because this project is funded by the DDRB, projects that already receive funding from the DDRB are not voucher eligible. Programs should be in the state of Missouri, and preferably in St. Charles County. The program is designed to meet recreational needs, thus therapeutic programs are not funded. Applicants may not use voucher funds and respite funds for the same program.

Applications must be completed each fiscal year. Applications are posted online on March 1 of each fiscal year. Individuals may also request an application by contacting the Recreation Council office at 636-477-7704, or by e-mail to stchascounty@recreationcouncil.org

To avoid delays in processing your application, read the following guidelines and the application forms carefully.

- **ELIGIBILITY:** Applicants must have a developmental disability as defined by the Developmental Disability Resource Board (DDRB) found at www.ddrb.org/07-funding-guidelines-fy19/, and live in St. Charles County in a natural home or in-home placement. Eligible persons have a diagnosis of intellectual disability, cerebral palsy, epilepsy, head injury or autism, or a learning disability related to a brain dysfunction, AND have a major impairment in two or more of these life skills: self-care, receptive and expressive language, learning, self-direction, capacity for independent living or economic self-sufficiency, or mobility. Persons in state operated habilitation placement are not eligible. Applicants who provide their Department of Mental Health (DMH) case number are automatically qualified. Those without DMH eligibility submit documentation of disability from a physician and/or school professional by completing the supplemental eligibility verification form. Applicants are eligible to request funding for a maximum of 6 fiscal years beginning with fiscal year 2019.
- **APPLYING:** Complete applications consist of 3 pages: the application with demographics and eligibility information, a service agreement/ DDRB client information release form, and a funding request for your chosen program. Personal care requests are submitted on the supplemental forms (see below for details). Incomplete applications are pending until all necessary pieces are received.
- **FUNDING REQUESTS:** All requests must be in written form. You may attach registration information to your application, including dates, cost, provider, and program, use the funding request form, or send your details by e-mail. When anticipated dates are selected when your provider is not currently enrolling for your chosen program, the applicant/caregiver **MUST** contact the Recreation Council by the program's start date identified on the request to initiate a voucher. Funds will not be held past the date identified on the funding request portion of the application. Applicants may request *either* overnight camp *or* community recreation funding. Funding is not granted without program details.
- **VOUCHERS FUND PROGRAMS**, and may only be used to fund the chosen program of the person named on the voucher approval form. Vouchers are granted for either (but not both) community recreation or overnight camp/adventure funding. Applicants are not guaranteed funding until they receive a voucher approval form that specifies the approved amount. Applicants are not guaranteed funding at the annual maximum & must submit program details and costs. The Recreation Council reserves the right to approve or deny funding that falls outside the guidelines.
- **REIMBURSEMENT** for recreation support vouchers goes to the recreation provider after the participant has attended their program. Attendance is required at the program to use voucher funds. Participants **MUST** contact the recreation provider and the Recreation Council if changes in attendance occur. Fees charged for failure to attend a voucher-funded program are the participant's responsibility.
- **VOUCHER FUNDS THAT REMAIN UNUSED** by the expiration date listed on the voucher approval form will be reallocated to the general fund. Applicants may re-request expired or unused funds which will be granted based on availability of money. If a recreation provider cancels the selected program, money will be held for 30 days to find an alternative program. Once a voucher approval is written, the applicant/caregiver **MUST** contact the Recreation Council prior to the program's start date if the participant will not or cannot use the allocated funds. Failure to do so will result in suspension of funding for one calendar year from date of infraction. Applicant/caregiver may contest suspension by submitting a written explanation of the reason for failing to contact our office. Acceptable reasons include illness, hospitalization, or personal crisis. Requests to review suspensions require verification through the applicant's Regional Office or DDRB case manager, or medical professional.
- **CO-PAY:** All voucher amounts are subject to a co-pay based on program cost. The voucher covers program fees only. The applicant/caregiver is responsible for paying program deposits and additional fees such as transportation, physicals, clothing, supplies, equipment, membership fees, and registration fees. Respite money *may not* be used to off-set the co-pay.
- **STEP-DOWN FORMULA:** Funding to continue an activity in subsequent fiscal years will be subject to step-down funding. Community Recreation: 85% first year, 50% the second year, 25% the third year, and 0% the fourth and subsequent years. Any NEW community activity tried is funded at 85% and is then subject to the step-down formula in subsequent fiscal years. Overnight Camp and Adventure: \$400 first year, \$300 second year, \$200 third and subsequent years. All programs for FY 2019 are considered "new." Step down formula begins for FY 2020.
- **OVERNIGHT CAMP AND ADVENTURE TRIP** vouchers pay 65% of the program fee up to a maximum of \$400, or \$600 for camps that charge extra for 1:1 support or fees for specialized services. Camps should be located in MO or receive prior approval. Requests to fund a camp outside MO require an explanation of why the chosen camp is the **ONLY** one that meets the applicant's need. Adventure trips may occur outside MO. Requests for 1:1 support require verification of the higher support need. Applicants may request funds for 1 week-long camp, OR 2 mini-camps per fiscal year. You may submit a request to fund a June 2019 week of camp or future adventure trip using most current registration information available. Funds for June 2019 camps will be held until March 30, 2019. Funding in subsequent fiscal years will be subject to step-down formula.
- **INCLUSIVE COMMUNITY ACTIVITIES:** Adults ages 18 and older who have expensed the maximum amount of overnight voucher funds to attend a specialized overnight camp may request *additional funds* to participate in one organized inclusive community activity. Funds may be used for membership fees, dues, and supplies associated with joining the activity.
- **COMMUNITY RECREATION** vouchers in FY'19 pay up to 85% of the program fees up to an annual maximum of \$300. Community vouchers may be requested for one or more providers and/or programs, and/or personal care (see next point below). Programs should be located in St. Charles County. Requests outside St. Charles County require exception request on the funding request. Funding to continue an activity in subsequent fiscal years will be subject to step-down funding as outlined above.
- **PERSONAL ASSISTANTS IN COMMUNITY RECREATION:** Community recreation money may be used to hire a support person for an inclusive recreation program, and is reimbursed to the applicant at \$6 per hour. Personal care funds are part of your community recreation funding amount. Complete this application plus the supplemental request form.
- **SUMMER DAY CAMP FUNDING:** Applicants may request community recreation funds for up to 2 weeks of summer day camp per calendar year, which includes May, June, July, and August. Applicants with high personal care needs may apply for additional funding to pay a support person to provide feeding, toileting, and dressing care. (See details below.)
- **PERSONAL CARE FOR MUNICIPAL PARK SUMMER DAY CAMP (PCS):** Families with children ages 5-17 who require personal care of toileting, feeding, or dressing at a municipal park summer day camp may request additional funds to reimbursement for PCS services delivered while attending these day camps. Reimbursement for PCS service is \$8 per hour & is paid directly to the family for hours provided while at the day camp. Support staff & recruited, trained, and screened by the family. Complete this application & the Day Camp Personal Care request form.
- **EXCEPTIONS** Therapy programs, child care services, personal vacations, and special events are not funded. Admissions, such as tickets to sporting events or performances, open skating, and fees for open bowling are not funded, Education-based programs such as summer school, education-focused summer camps, and extracurricular clubs operated by a child's school are not voucher funded. Any program that receives DDRB funding is not eligible for voucher funding including Community Living summer/break camp, DASA sports, and YMCA summer day camp. Applicants may not use respite funds and a voucher for the same program.
- **SUPPLEMENTAL FORMS** for eligibility verification, personal assistants in community recreation, park day camp personal care, and inclusive community activity funding can be obtained by contacting the Recreation Council office or visiting www.rec4scc.wordpress.com

The Recreation Council of Greater St. Louis—Recreation Supports Voucher Program
FY 2019 Service Agreement and DDRB Release Form

RETURN
THIS PAGE

FY 2019 RECREATION COUNCIL SERVICE AGREEMENT: I have read and understand the intent, purpose and guidelines of the Recreation Council's *Recreation Supports Voucher Program*. As a participant of this voucher program, I agree to follow the program guidelines as presented by the Recreation Council. I understand that these voucher funds are to be utilized during the period of July 1, 2018– June 30, 2019 for the purpose of attending a recreation program for the applicant who is a St. Charles County resident and has a developmental disability. The Recreation Council is acting in the capacity of reimbursing the recreation program of my choice that is providing the program. I understand that it is my responsibility to identify, screen, select the program and work with the provider that I have chosen to meet my support needs.

To the fullest extent permitted by law, I shall indemnify and hold harmless the Recreation Council of Greater St. Louis and the Developmental Disabilities Resource Board of St. Charles County, and their Directors, Officers, consultants, agents, employees and volunteers from and against claims, damages, losses and expenses, including but not limited to attorney's fees and court costs, arising out of or resulting from the provision of any service, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or personal injury, or to injury to or destruction of tangible property, which is caused in whole or in part by any acts, omissions or negligence of recreation providers regardless of whether or not such injury, claim, damage, loss or expense is caused in part or in whole by a party indemnified hereunder.

CLIENT RIGHTS and RESPONSIBILITIES: As a client of the Recreation Council, you have the right to be treated with dignity and respect, and be a member of your community, be informed of services that are available through The Recreation Council, choose your recreation provider and do things you enjoy in your leisure time, have a guardian* to help you make decisions, if needed, be free from abuse, neglect, humiliation, retaliation, or financial exploitation, be involved in the planning of services and the support you receive, have things explained to you in a way you can understand, make a complaint and have people listen to you and try to help fix the problem, see information that is in your individual record, and have information about you kept private, receive services no matter what your race, color, gender, age or religion or sexual orientation, individuals with a guardian may have limited rights. As a client of the Recreation Council, it is my responsibility to treat others with respect, and respect the privacy of others, plan for your future and make decisions to the best of your ability, work cooperatively with others while taking part in activities and learning to be more independent, never intentionally do things that hurt you or someone else, or damages property, act in a safe responsible manner when attending a recreation program., follow the rules and guidelines set forth by the recreation provider, adhere to the voucher guidelines when using voucher funds.

RECREATION COUNCIL GRIEVANCE PROCEDURE: The Recreation Council of Greater St. Louis will allow a means so that all recipients of its services and their families shall be provided a process to ensure that their voices may be heard when expressing a grievance. A grievance is an issue that is felt to afford reason for complaint and which formally needs to be expressed in written form. To receive a copy of the Recreation Council's Grievance Policy, please contact the Administrative Office at 314-726-6044.

DDRB CLIENT INFORMATION RELEASE: The Developmental Disabilities Resource Board of St. Charles County (DDRB) is a Senate Bill 40 Board that enables St. Charles County voters to tax themselves to pay for services for people with certain disabilities. The DDRB provides funding for the programs and services you receive from The Recreation Council of Greater St. Louis. The DDRB periodically reviews individual files/records to assure compliance with agency outcomes, eligibility and quality assurance. This is notice to you that as a funding entity the DDRB will have access to your information on file with The Recreation Council for the purpose of planning and review. The information reviewed/obtained by the DDRB may be released to a professional consultant contracted by the DDRB for the purpose of general data collection to identify trends in the service delivery. Personal identifiable data will not be released to any other party. The DDRB maintains its client information in accordance with the Health Insurance Portability and Accountability Act (HIPAA). The DDRB does not sell or share its customer information with other entities except as noted above. I understand that refusal to sign this document will forfeit my ability to receive funds from the DDRB.

BY SIGNING THIS DOCUMENT, YOU AGREE TO THE FOLLOWING:

- To allow The Recreation Council to share information regarding my records with the DDRB of St. Charles County for program funding and continuity of services. All information shared is protected by HIPAA law;
- To allow exchange of information with my selected recreation program provider(s) as needed regarding this funding.
- To allow contact with my DMH or DDRB case manager as needed regarding this funding.
- I have read and understand the intent, purpose and guidelines of the Recreation Council's Recreation Supports Voucher Program, and agree to follow the program guidelines as presented by the Recreation Council;
- I have read and understand my rights and responsibilities, and am aware of the Recreation Council grievance policy.
- This release is valid for the funding year identified on this application including the audit period for this funding year, (usually with the following 6-8 months of end of fiscal year) and may be revoked by myself with written notification.

Participant's Name (PLEASE PRINT): _____

Signature of Participant who is their own legal guardian
*OR Signature of Legal Guardian

Date

Recreation Council Voucher Coordinator

Date



VOUCHER FUNDING REQUEST FORM

Recreation Council, St. Charles County

Use this form to request funding for your specific program or you may send registration confirmation in lieu of this request form when your program generates that information. **COMPLETING THIS FORM DOES NOT GUARANTEE FUNDING.** You **ONLY** have funding guaranteed when you and your recreation provider have both received a voucher approval form listing the approved amount and the program dates. Do **NOT** begin your program prior to receiving the voucher approval form directly from the Recreation Council unless you plan to pay for it yourself.

Applicant Name: _____

Name of person making request, if different from applicant: _____

PROGRAM INFORMATION

- ◆ Requests must include dates, cost, provider, and program you are enrolling to attend. Incomplete requests are not guaranteed funding. You **must** have a program date listed for funding to be considered.
- ◆ If your program is not currently accepting registration for your chosen program, write *anticipated program dates* on this form. Once you are notified of funding allocation, you will receive a hold date for future funding. You **must** contact the Recreation Council **prior** to the selected start date to receive funding. *Failure to do so will result in forfeiture of requested funds.*
- ◆ The voucher program *pays providers directly*. If you pay for your program prior to requesting your voucher, make sure your recreation provider will refund your fees if you are granted a voucher.
- ◆ **READ THE GUIDELINES PAGE OF THE VOUCHER APPLICATION FOR MORE DETAILS.**

<u>Recreation Provider</u> Name of provider(s) of your chosen program(s)	<u>Activity/Program</u> List the name of program or activity you are doing	<u>Program Dates (may be anticipated)</u> REQUIRED FOR FUNDING Start date - - - - End Date	<u>Program Cost*</u> (amount the program is charging)
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Community Program Personal Support Request: Number of Hours _____ Amount: \$ _____
(Submit the supplemental Community Personal Care request form*** in addition to this request)

Total Requested Amount (REQUIRED): ** \$ _____

- I need to apply for additional personal care funding for toileting, feeding, or dressing to attend a municipal park summer day camp for my child ages 5-17. Request personal care funding for day camp by completing the supplemental Day Camp Personal Care request form***.
- I want to apply for additional funds to participate in an inclusive community program. Funding is for ages 21 and older who used voucher funds to attend a specialized overnight camp during this fiscal year. See guidelines for information.

*Fees for transportation, medical exams, field trips, event tickets, and supplies cannot be reimbursed by the voucher. Registration and membership fees are the responsibility of the applicant.

**Requested Amount is how much money you *need* to attend the program. You are not guaranteed funding for the entire amount of your request. Annual maximum funding is listed in the guidelines. You may request the maximum amount if needed.

***Supplemental forms available through our office or at www.rec4scc.wordpress.com

Exception Requests: Applicants requesting an exception to the guidelines, such as out-of-area day programs or out-of-state overnight camps and adventure programs, should use this section to explain the reason why no program or camp within St. Charles or Missouri meets your recreation needs:

Return this form to The Recreation Council
Mail: 60 Gailwood Dr-Suite C, St. Peters, MO 63376
Phone: 636-477-7704 ~ Fax: 314-726-3454
E-Mail as an attachment: stchascounty@recreationcouncil.org

Download the current application at:
www.recreationcouncil.org ~ "Voucher Applications" tab
www.rec4scc.wordpress.com - Application, eligibility, and supplemental personal care request forms at this site.

Recreation Council Use Only:

Date Received: _____ Amt Approved: _____ Staff Signature _____ Date: _____