



## **FY 2017 Individual and Family Support Program Funding Application**

### **INSTRUCTIONS**

#### **Background**

The Individual and Family Support Program (IFSP) assists individuals on the IDD Waiver Wait List and their families with accessing short-term, person/family centered resources, supports, and services that allow for continued residence of an individual in their own home or a family home in the community.

Applications will be reviewed for acceptance on a first-come, first serve basis.

If receipts from any previous IFSP Funding Period have not been turned in, you will NOT be eligible for funding.

***Applications must be postmarked on or after November 15<sup>th</sup>, 2016.***

*Applications postmarked prior to November 15, 2016 **will not** be processed.*

#### **New in FY17**

You do not have to submit quotes, doctor's notes or other documentation with your request. Also, do not attach any other documents to this application.

*For approved applications:*

- All IFSP funds will be issued to the responsible party via a Bank of America Card debit card. Instructions will be included at the time of fund issuance.
- IFSP will not send money to vendors.

#### **Instructions**

Please complete the attached application.

You may complete the application on your computer, print it off and mail it in, or you may print off the application and fill it in by hand, then mail it in.

Unless otherwise noted, all questions must be completed in order to process your application. Failure to complete the application in its entirety may result in an incorrect determination. If you need an interpreter or language assistance, please contact the IFSP office at 804-225-3810 or 804-663-7277.

### **Eligible Applicants**

These funds are only available for individuals who are living on their own or in a family home and are on the statewide waiting list for the IDD Waiver.

*The following applicants are not eligible for IFSP funds:*

- applicants or responsible parties that have not used previously received IFSP funds in accordance with the Department's written notice for approving requests
- applicants/ responsible parties that have failed to comply with IFSP policies or regulations;
- applicants/ responsible parties that have not returned receipts for previously received IFSP funds expended for the applicable fiscal year; and
- applicants/responsible parties that did not respond to request for additional information in a timely manner (i.e., 15 days)

### **Request Amount**

The maximum request amount is \$1,000. Requests may include multiple items; however, the total request must not exceed \$1,000. Costs cannot be incurred before funds are received.

### **Eligible Expenses**

IFSP funded services and items should support the continued residence of an individual in their own or the family home in the community.

- All expenses should be requested at the same time and must be incurred within 12 months of issuance.
- Only expenses incurred after receipt of funds will be accepted. If approved, all expenses must be substantiated with proof of purchase after the funds have been used and paid. Additional instructions for payment will be provided upon approval.

The following are the eligible expenses for the FY17 IFSP Funding Program. If you are unsure whether your request is allowable, please contact the IFSP office via email for clarification.

- Professionally provided services and supports, such as respite, transportation services, behavioral consultation, and behavior management;
- Temporary (one month) rental assistance or deposits;
- Temporary (one month) assistance with utilities or deposits;
- Family education, information, and training;
- Other direct support services as approved by the Department. These might include limited provision of Companion services, Personal Assistance services, Personal Emergency Response Systems, Therapeutic Consultation, and companion animals, employment support services (not a comprehensive list).
- Assistive technology and home modifications, goods, or products that directly support the individual;
- Emergency assistance and crisis support;
- Fees for summer camp and other recreation services for the individual;
- Dental or medical expenses of the individual;
- Peer mentoring and family-to-family supports;

### **Ineligible Expenses**

IFSP Program Funds may not be used for the following:

- Clothing,
- Purchase of vehicles,
- Vacations outside of Virginia,
- Cell phone service
- Food,
- Car payments, insurance or repairs,
- Internet service, and

### **Submission Instructions**

Complete the **entire** application and mail a hard copy to:

**DBHDS/IFSP  
1220 Bank Street  
Richmond, VA 23219**

**Only hard copy paper applications will be accepted.**

**Faxed, e-mailed, or hand delivered document will not be accepted.**

*Applications must be postmarked on or after November 15<sup>th</sup>, 2016.*

*Applications postmarked prior to November 15, 2016 will not be processed.*

### **Application Processing and Approvals:**

- All applications are processed in order of receipt and are reviewed by IFSP staff for completion and compliance with IFSP program regulations.
- Given the large volume of applications received, IFSP staff will not be able to provide confirmation of application receipt.
  - o You will receive email confirmation once you application has been processed.
  - o You will also receive an email notification of the approval status of your application at a later date.
  - o All funds will be issued via a Bank of America debit card to the Responsible Party designated on the application.
  - o IFSP will not issue checks nor will funds be issued to vendors.
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**For questions regarding the IFSP Funding Application, please contact the IFSP Staff using the contact information below.**

Roxie Lyons at [Roxie.Thompson@dbhds.virginia.gov](mailto:Roxie.Thompson@dbhds.virginia.gov)

Sandra Brown at [Sandra.Brown@dbhds.virginia.gov](mailto:Sandra.Brown@dbhds.virginia.gov)

You will receive an email response or phone call within 72 business hours. Please include a contact phone number with your email in case the IFSP staff needs to ask you for additional information.