Purpose

To define responsibilities for Core Services plans and annual reviews.

To assure all Core Services funding is utilized to provide services and supports.

To delineate alternatives for funding short-term needs.

Policy

Senior and Disabilities Services (SDS) administers the Core Services program which funds specified services to meet disability-related needs on a short-term basis; however, because funding is limited, the services acceptable for funding are restricted. SDS has determined that recipient needs can be better addressed through other programs which offer a broader range of services, and, therefore, plans to phase out the Core Services program for all but the current recipients who wish to remain in the program.

All recipients receiving Core Services funding may continue in the program, provided eligibility is maintained and funds are available and used appropriately. Alternatively, recipients may choose to transfer current Core Services funding to the Community Development Disabilities Grants (CDDG) program to gain access to more services. Core Services funding may not be used in conjunction with the CDDG program or the Home and Community Based Waiver Services program.

Provider agencies should plan to meet the short-term needs of new recipients through the CDDG program, the Short Term Assistance and Referral (STAR) program, and the Alaska Mental Health Trust Authority Mini-Grants for Beneficiaries with Disabilities program. When certain conditions are met and SDS approves, provider agencies may transfer Core Services funds to facilitate the transition to meeting short-term needs through the agency CDDG program.

Authority

AS §47.80.100 Programs for persons with disabilities; AS §47.80.120 Habilitation plans;
AS §47.80.130 (a)(5) Grant programs; AS §47.80.130 (d) DD Registry.

Definitions

"Representative" means a parent, guardian, or other individual with legal authority to act on behalf of a recipient.

Responsibilities

A. **SDS** is responsible for
   1. administering the Core Services grant program; and
   2. processing requests for transfers of funds to the CDDG program.

B. The **recipient/representative** is responsible for
   1. maintaining eligibility for Core Services funding;
   2. informing the provider agency of the choice to continue funding; and
   3. choosing services and supports, and developing a service plan with the provider agency.

C. The **provider agency** is responsible for
   1. developing annual and amended plans with the recipient/representative;
   2. reviewing and evaluating the appropriateness of services and supports on an annual basis; and
   3. transferring funds to CDDG funds when approved.

Procedures:

A. **Provider agency transfer of Core Services funding**.

   1. The provider agency
      a. requests SDS approval for transfers of Core Services funds
         i. when funds are not used to provide services for a recipient,
         ii. when funds are under-utilized by a recipient /family, and the recipient/representative agrees in writing to the transfer, and
         iii. when funds are inadequate to meet the needs of a recipient/family, and the recipient/representative agrees in writing to the transfer;
      b. transfers the funds to the CDDG program it operates; and
      c. utilizes the combined funds
         i. to meet the needs of the recipient/family when the recipient/representative agreed to terminate Core Services funding for increased funding available through the CDDG program, or
         ii. to meet the needs of other recipients through the CDDG program.
   2. The provider agency may terminate Core Services participation by providing written notice to the recipient/representative when the recipient has under-utilized funding for a period of two fiscal years.
   3. Upon SDS approval, the provider agency
      a. transfers Core Services funds to the agency CDDG program,
      b. reduces the number of recipients in the Core Services program, and
      c. if a recipient/representative has agreed to a transfer of funding, increases the number of recipients in the CDDG program.

B. **Required notifications**. The provider agency notifies SDS within 10 work days when:

   1. a recipient no longer meets eligibility requirements, or
   2. a recipient/representative
      a. decides Core Services funding is no longer wanted or needed,
      b. is unable to utilize Core Services funding,
      c. accepts CDDG or Home and Community Based Waiver Services funding for services; or
      d. leaves the state.

C. **Eligibility for Core Services.**

   1. The recipient/representative maintains eligibility by completing and submitting the DD Registration and Review form annually.
   2. The recipient/representative and the provider agency develop annual Core Services plans, and, as necessary, amended plans.

3. The recipient/representative may choose to terminate Core Services to be eligible for services through other grant programs.

D. **Core Services plans**.

1. Annual review and renewal of plans.
   a. The provider agency, with the recipient/representative,
      i. reviews and evaluates the appropriateness of continuing the services and supports, and
      ii. renews the Core Services plan annually by June 30, the end of the fiscal year.
   b. The renewal plan
      i. is described on the *Core Services Plan and Funding Agreement* (Attachment A) and designated as a *Renewal* at the top of the form;
      ii. identifies new services, deletion of services, or changes in existing services;
      iii. indicates budget detail adjustments due to service changes; and
      iv. is signed by the recipient/representative, and the provider agency director or designated staff with administrative responsibility for the Core Services program.
   c. The provider agency keeps renewal plans on file and makes them available to SDS upon request.

2. Amended plans.
   a. The provider agency and the recipient/representative develop an amended plan when service and support needs change.
   b. The amended plan
      i. is described on the *Core Services Plan and Funding Agreement,* and designated as an *Amendment* at the top of the form;
      ii. identifies new services, deletion of services, or changes in existing services;
      iii. indicates budget detail adjustments due to service changes; and
      iv. is signed by the recipient/representative, and the program agency director or designated staff with administrative responsibility for the Core Services program.
   c. The provider agency keeps the amended plan on file and makes it available to SDS upon request.

E. **Core Services agency documentation requirements**.

1. The provider agency
   a. documents the use of Core Services funding for services and supports,
   b. describes how the therapeutic nature of specific activities or equipment fosters the habilitation goals of the recipient/family, and
   c. makes the documentation available to SDS upon request.

2. Planning considerations.
   a. The provider agency and recipient/representative develop a plan which includes only services and supports appropriate for Core Services funding.
   b. The provider agency
      i. understands that the list of services and supports which may be funded is not exhaustive,
      ii. submits requests for exceptions in writing to the SDS Grants Program Administrator, and
      iii. provides the services and supports only with SDS approval

F. **Funding availability**.

1. Supports and services.
   a. Case management to assist the recipient/ family to coordinate, manage, and gain access to programs and resources.
   b. Respite support in or out of the home, on an hourly or daily basis, utilizing agency personnel or family-directed providers.
   c. Chore and other related services necessary to maintain a safe and healthy home environment, but only when the recipient or anyone else in the household is incapable of performing or providing financially for them.
   d. Medical, dental, or other therapies (e.g., speech, mental health, physical, family counseling, etc.) which cannot be funded through another source and which are justified by need or by the assessment of a professional.
   e. Habilitation supports, in or out of the home,
      i. to assist with the acquisition, retention, or improvement of skills related to Activities of Daily Living, Instrumental Activities of Daily Living, and socialization and adaptive skills, or
      ii. to reinforce skills or lessons taught in school, or in therapy or other settings.
   f. Inclusionary supports to assist the recipient to gain access to recreational, educational, and leisure activities available in the community.
   g. Core Services funding is <u>not available</u> for initial intake and assessment services.
2. Training and vocational.
   a. Training, consultation, and/or educational classes, including required materials and supplies, in any area which will foster recipient/ family adaptation and functioning at a more independent level.
   b. Vocational and pre-vocational supports, if not available through the Division of Vocational Rehabilitation (DVR) or another program,
      i. to prepare the recipient for employment,
      ii. to develop a job site, and
      iii. to assist in obtaining and maintaining employment.
   c. Subsistence support to mentor the recipient in a non-vocational setting.
   d. Vocation related materials, tools, clothing, or modifications which are needed to maintain employment, but are neither funded by the DVR nor supplied by an employer.
   e. Developmental materials and devices which
      i. are appropriate for recipient age and functional level, and
      ii. are supported by a written recommendation from a professional with expertise regarding suitability of such materials and devices.
   f. Specialized and adaptive equipment specific to applicant/recipient disability
      i. which are not funded through another source or required under an Individual Education Plan for special education, and
      ii. which have a written recommendation from a professional with expertise regarding suitability of such equipment.

3. Home and environment.
   a. Home modifications which
      i. are necessary for the health, welfare and safety of the recipient, or
      ii. increase accessibility, enabling the recipient to function with greater independence in the home, and without which the recipient could not continue to live in the home.
   b. Core Services funding is <u>not available</u> for the following.
      i. Rent or utilities.
      ii. Food/groceries not specific to disability-related nutritional needs.
      iii. Household furnishing or supplies other than those related to the specific disability or the safety of the recipient.
      iv. Household appliances including vacuum cleaners.
      v. Clothing (including adaptive clothing), supplies, and other items (including diapers), which are normally provided by parents for children.
      vi. Toys, games or other types of entertainment, including dolls, stickers, coloring books and crayons, and developmental toys.
      vii. Bicycles and other pedal-driven devices, micro cars, scooters, Segways, or other types of personal transportation.
      viii. Electronic devices, including
         A) lights or other devices to treat seasonal affective disorder;
         B) computers, computer software, computer peripherals or other hardware, and handheld or palm computers (PDAs) ;
         C) cell phones and cell phone services; and
         D) devices that receive, record, or play audio or video signals (e.g., television sets, compact disc players, MP3 players, iPods, videocassette players, and DVD players) and playable components (e.g., videocassettes, DVDs, CDs, and MP3/iPod downloads).
      ix. Hot tubs, spas, saunas, or permanently-installed hydrotherapy devises.
      x. Exercise equipment, outdoor playground equipment, or scissors lifts.

4. Travel and transportation assistance.
   a. Transportation assistance to gain access to community services and resources (e.g., vocational, educational, recreational, and other activities), but only when other available and affordable transportation services cannot provide the needed transportation.
   b. Travel for family unification purposes.
   c. Travel for short-term training, educational conferences, disability-related conventions, etc., which foster acceptance and understanding of the disability and which cannot be funded through another source.
   d. Core Services funding is <u>not available</u> for the following.
      i. Travel not related to disability or habilitation.
      ii. Purchase of any means of transportation (e.g., automobiles, trucks, snow machines, boats, airplanes or any other type of vehicle).
      iii. Purchase of any items associated with ownership of any means of transportation (e.g., insurance, snow tires or plows, and parking or moorage fees).
      iv. Maintenance or repair of automobiles or any other means of transportation.
      v. Gasoline, diesel, or other fuel for any means of transportation.

5. Other.
   When all other service needs are met, either by natural supports or as part of the Core Services plan, the following may be purchased:
   a. community-based or therapeutic recreational, cultural, or leisure activities which foster socialization, physical fitness, and community inclusion; and
   b. equipment and tools necessary to participate in recreational, cultural, or leisure activities.

Attachments:
Core Services Plan and Funding Agreement

State of Alaska • Department of Health and Social Services • Senior and Disabilities Services

Core Services Plan and Funding Agreement

☐ Renewal ☐ Amendment

Recipient Name:

Date of Birth:

Address:

Parent/legal guardian name:

Agency:

Plan start date:

Section I Describe the recipient, including home environment and current needs.

Section II Describe the services to be provided.

Section III Describe budget detail.

	Current Fiscal Year	Annualized
Direct Service Funding	$_____	$_____
Agency Administrative Fee	$_____	$_____
Total	$_____	$_____

Section IV Provide details of direct support, equipment, fees, etc.

My signature indicates that I have participated in the development of this Core Services plan. I agree to notify the agency of any circumstances which could change my eligibility for services.

_____ _____

Recipient or parent/legal guardian Date

_____ _____

Authorized agency representative Date