



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: FAMILY SUPPORT SERVICES POLICY 4.03

Authority: RCW 71A.14.010
Chapter 275-27-219, 220, 223, 400 WAC

PURPOSE

This policy establishes a Family Support Services Review Committee in each region to ensure equitable delivery of Family Support Services within the available resources.

SCOPE

This policy applies to all Field Services offices of the Division of Developmental Disabilities (DDD).

POLICY

Each DDD regional office shall form a Family Support Services Review Committee comprised of no fewer than three staff, at least one of whom is a supervisor. The committee members and chair shall be appointed by the regional administrator for a minimum term of six months. The field service administrator shall perpetuate the Family Support Services Review Committee by subsequent appointments. The committee, in the following order, shall:

- A. Review every family support service request;
- B. Establish the service need level for each applicant as required under Chapter 275-27-223 WAC;
- C. Establish individual service authorization level for each applicant based on service need level maximums; and
- D. Meet once a month or as often as necessary as directed by the field services administrator

or their designee.

DEFINITIONS

Service Need Level Maximums

The average monthly maximum amount of funds available to families within each service need level as specified in WAC 275-27-223 is as follows:

A. Service need level 1

1. Clients designated for service need level 1 may receive up to \$903.00 per month or \$2228.00 per month if client requires RN or LPN in-home care.
2. If a client is receiving funding through Title XIX personal care or other DSHS in-home residential support service, the maximum receivable through Family Support shall be \$401.00 per month. If the combined total of Family Support Services at this maximum plus in-home support is less than \$903.00 then additional Family Support can be authorized to bring the total to \$903.00.

B. Service need level 2

1. Clients designated for service need level 2 may receive up to \$358.00 per month if not receiving funding through Title XIX Personal Care.
2. If a client is receiving funds through Title XIX Personal Care or other DSHS in-home residential support service, the maximum receivable through Family Support shall be \$201.00 per month. If the combined total of Family Support Services at this maximum plus in-home support is less than \$358, additional Family Support can be authorized to bring the total to \$358.

C. Service need level 3

1. Clients designated for service need level 3 may receive up to \$201.00 per month provided the client is not receiving Title XIX Personal Care.
2. If the client is receiving Personal Care through Title XIX funds or receiving other DSHS in-home residential support service, the maximum receivable through Family Support shall be \$101.00 per month.

D. Service need level 4

Clients designated for service level 4 may receive up to \$101.00 per month Family Support Services.

- E. If Title XIX Personal Care or other DSHS in-home residential service is approved, the amount of Family Support will be reduced at the beginning of the next six-month authorization period.

PROCEDURES

Procedures to implement this policy shall be in place in each region as follows:

A. Authorization for Services

Once the review committee has determined the service need level, the regional office shall inform the family:

1. Of the authorization in writing, including the amount and hours authorized;
2. The time period for which the services are authorized; and
3. A plan mutually agreed upon by the family and the case manager regarding the authorized services;

B. Partial Authorization of Services

The regional office shall inform the family:

1. Of the authorization in writing, including the amount and hours authorized;
2. The time period for which the services are authorized;
3. A plan mutually agreed upon by the family and the case manager regarding the authorized services; and
4. The right to appeal the decision as required under WAC 275-25-400.

C. Denial of Services

The regional office shall inform the family by supplying:

1. A notice of denial;

2. The reason(s) for denial, including denials pursuant to Chapter 275-27-219 WAC; and
3. The right to request an administrative hearing as described in Chapter 275-27-400 WAC.

MONITORING FUNCTION

DDD Central Office staff shall conduct an annual review in all regional offices. This review shall include a representative sample of funded, partially funded, and unfunded requests for Family Support Services; and/or observation of review committee functioning; and/or sample decisions of the Family Support Services Review Committee.

EXCEPTION

The division director or director's designee may grant an exception in writing when there is documented risk to the health and safety of the client.

SUPERSESSION

Division Policy Directive 4.03
Issued February 26, 1993

Division Policy Directive 4.03
Issued August 11, 1992

Home Aid Policy Manual
Issued April 29, 1992

Division Policy Directive: 546
Issued February 1, 1989

Division Policy Directive: 4.03
Issued June 1982

Approved: /s/ Norm Davis
Director, Division of Developmental Disabilities

Date: 9/22/1995