



familysupport@fairfielddd.com
fairfielddd.com/family-support

2025 Family Support Services HANDBOOK



Specific policies and procedures governing Family Support Services are available upon request.

Family Support Services
717 College Avenue
Lancaster, OH 43130

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Fax: 740-756-7857

Family Support Services (FSS)

Family Support Services (FSS) is a program designed to assist families who are caring for a family member with a developmental disability when that person resides in the family home. Family support services should be used to encourage independence, self-sufficiency, and normalization. A family member means parents, grandparents, brothers, sisters, spouse, children, aunts, uncles, or guardians. Family support services cannot be used in paid foster homes or paid kinship arrangements. This program is locally funded through a portion of the tax levy revenue from the Fairfield County Board of Developmental Disabilities.

Important Deadlines

October 1st

Last day to submit Taxable Income Verification Forms (annual requirement). This form **MUST** be submitted before any expenses are approved.

October 15th

Last day to contact Family Support Coordinator to receive preapproval of items planned for purchase.

October 31st

Last day to submit receipts for reimbursement for the 2025 FSS year.

New requests received after October 31, 2025, will not be processed.

Allocation Calculation

Submission of the Taxable Income Verification Form is required to determine your annual allocation amount. This is the taxable income of the family/household with whom the individual lives, including income of the individual with the disability. Taxable income is based on the federal taxable income **after** deductions. This is not gross income, adjusted gross income, or taxable interest. Taxable income will be in bold letters on your federal income tax form filed in the current year.

To utilize funds, the Taxable Income Verification Form must be provided to the FSS Coordinator.

The following chart shows the family's percentage of the annual allocation amount.

<u>TAXABLE INCOME</u>	<u>FSS ALLOCATION</u>	
\$39,400 or less	100%	\$630.00
\$39,401 to \$49,300	75%	\$472.50
\$49,301 to \$64,090	50%	\$315.00
\$64,091 to \$83,810	25%	157.50
\$83,811 and over	0%	\$0.00

For example: If your percentage from the Taxable Income Verification Form is 50% and our annual allocation is \$630.00, then you will receive \$315.00.

If your taxable income is over \$83,811 you do not qualify for the FSS allocation.

Families may not exceed the allocation amount awarded for the year. Any overages would need to be covered by the family.

Prior approval is needed for all requests

Contact the FSS Coordinator prior to purchase to ensure approval.

Using FSS dollars

1. Submit the Completed Taxable Income Verification form to the FSS Coordinator at familysupport@fairfielddd.com.
2. If deemed eligible, you will receive an email outlining your allocation amount for the year. If ineligible, you will be notified as well.
3. Once approval is received from the FSS Coordinator, submit the request for approval form **before** making a purchase. To ensure timely payment, a purchase order must be created before purchasing the item. The receipt and any additional supporting documents must be submitted to the FSS Coordinator to begin the reimbursement process. Please note that processing is handled through the Fairfield County Auditor.
4. When purchasing, please ensure that **only expenses that you are submitting appear on the receipt**. This may require you to request the cashier to process two separate orders or to place two separate orders online. **We will no longer accept receipts that include multiple items that do not require reimbursement.**
5. The FSS coordinator may request additional information or clarification to process your request.

Prior to any purchase, reach out to the FSS Coordinator to determine approval.

Reasons Request May Be Denied

- The receipt has multiple items listed that does not pertain to the specific FSS request.
- Anything purchased without prior approval by the FSS Coordinator (A purchase order must be in place prior to purchasing the item).
- The required Taxable Income Verification Form was not provided.
- The request form was not received by the October 31st deadline. This deadline is required to meet the Fairfield County Auditor's Office end-of-year processing.
- If Family Support Services funds become limited, families requesting services will be placed on a waiting list in chronological order according to receipt of the tax verification form.
- Your request is not related to assisting the family member who has a disability.
- If moving out of county, funding may be pro-rated per date of leaving Fairfield DD.

You have the right to appeal any denial of services. A copy of the resolution of complaints process will be provided.

Monitoring of Family Support Services

Fairfield DD may contact individuals and families to determine their satisfaction with the services they receive, including Family Support Services. Please notify the FSS Coordinator if a family member with the disability moves out of the home.

Using Allocation for Respite

Respite care is processed as a reimbursement.

1. Contact the FSS Coordinator to obtain the monthly service form prior to the start of services.
2. Respite requests are processed on a month-by-month basis.
3. The provider completes the monthly service form with the number of hours worked and signs the monthly service form.
4. Then, the family member signs and dates the purchase order verifying the number of hours provided and returns the completed purchase order to the FSS Coordinator.

All items must be approved prior to purchasing, please contact the FSS Coordinator

- **Specialized Diets:** Special diets would be an extraordinary cost of food that is necessary for a medical, behavioral, or disabling condition of an individual. A physician or a graduate of an approved dietary program must recommend special diets.
- **Respite Care:** in-home care, out-of-home care, family selected provider, board approved provider. Respite care is temporary care which helps maintain the family structure or assist in meeting planned or emergency situations.
 - **Family-Selected Providers:** Family-selected providers are chosen by the family. The provider may be members of the same household as the individual served but may not be a primary caregiver. Fairfield DD recommends the respite provider be age 16 or older and receive individual specific training from the family on the needs and supports of the person.
- **Modified Equipment/Medical Supplies:** All require a letter from a physician or therapist. Examples: helmets, braces, feeding equipment, modified personal hygiene tools, lift chair, shower chair, catheter supplies, incontinence supplies including diapers (adults and children age 3 and up), stoma seals/rings, and medical pads. *These supplies may be reimbursed through FSS only in cases where costs are not covered by Medicaid or another insurance program.*
- **Home Modifications:** Projects require evaluation, competitive bidding, and installation. Some modifications may require a referral to an appropriate therapist for recommendations. Examples: ramps, grab bars bathroom alterations.
- **Assistive Technology:** All require a letter from a therapist. Examples: Communication devices, echo dot, communication applications (LAMP, Grid app).
- **Additional Therapies:** Speech Therapy, Occupational Therapy, Physical Therapy, Horseback or Aquatic Therapy.
- **COSI, Zoo, AHA Children's Museum, Swim Memberships**
 - **Please Note: Memberships can only be purchased with FSS allocations. Membership is no longer an eligible Summer Scholarship expense.**
- **Car Repairs:** Proof of insurance card or registration information required.

Allocation needs to be approved before purchase or receipt will not be allowed for reimbursement. Receipt for reimbursement needs to be separate from other purchases or purchases will not be able to be approved.

- **Utility Bills:** This is approved once throughout the FSS calendar year. Must provide the bill and disconnect notice.
- **Clothing/Shoes:** Up to \$300 (including tax) per FSS calendar year available for clothing and shoes. High end clothing will not be covered.
- **Educational Tools:** Explanation of the need required by a therapist, behavior support specialist, developmental specialist and submitted to the FSS Coordinator. The type of item requested will assist the child/adult in learning or maintaining skills such as:
 - Sensory stimulation development, increase fine & gross motor skills, improve/maintain reading skill, facilitate language development, etc.

Unapproved Items

Family Support Services does not cover items intended for general use, recreation, or entertainment. This is not an exhaustive list, but some examples of unapproved items include the following:

- Mortgage, Rent, or any down payments for housing
- Food, Groceries
- Hygiene Items (tooth brushes, tooth paste, etc.), Paper Products, Cleaning Supplies (laundry detergent, cleaning wipes) & Tools (vacuums, Roombas, mops, etc.), Personal Care Items
- Appliances (washer and dryer, refrigerator, etc.) & Furniture (sofa, love seat, television stand, bed, mattress, etc.)
- TVs, Video Game Consoles, DVDs/Blu-Ray, or other digital content
- Gift cards of any kind
- Pools or any associated pool items
- Trampolines
- Internet/cell phone services
- Birthday/Christmas gifts: (All educational tool requests must have a statement from a qualified professional explaining the need)
- Children Under 3: Car seats, Cribs, Pack and Plays, Strollers, Diapers, Wipes
- Home Modifications/Repairs: These are not of direct medical or remedial (intended to correct or improve one's skills) benefit to the individual, are of general utility, or add to the total square footage of the home cannot be approved. There is no all-inclusive list, however, there are some predictable exclusions including, but not limited to: carpeting, flooring, roof repair, cosmetic changes, sidewalks, driveways, fencing, patios, decks, central air conditioning or HVAC items, security systems, and additions that add to the total square footage of the home.
- Medical bills: General medical bills (co-pays for office visits for example) are not covered.
- Activities for Recreation/Leisure: trampoline parks, amusement parks, indoor/outdoor water parks, movie passes, etc.

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Catalog orders must have signed confirmation and an explanation of how items will benefit the individual with the request form. It must also have a complete catalog vendor address, phone, and fax number. Incomplete requests will be returned to the family for the appropriate signatures, information, and required confirmations.

Commonly used stores and catalog vendors (subject to change):

- **Educational Tools: (Catalog Vendors)**
 - Beyond Play
 - Play with A Purpose
 - Achievement Products
 - School Specialty
 - Lakeshore Learning
 - Flaghouse
- **Adaptive Equipment: (Catalog Vendors)**
 - Abilitations
 - Alimed
 - Flaghouse
 - Enabling Devices
- **Car Repairs:**
 - Piper's (Lancaster)
 - R & S Automotive (Lancaster)
 - Huddles (Lancaster)

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