

This interactive form contains fields that you can select or fill in. Follow these tips to enter and save your information.

Mobile Devices and Tablets

You can edit and save this interactive form using the free Dropbox and Adobe apps. To edit the form using Dropbox and the Adobe Acrobat app:

1. Open a PDF file with the Dropbox app on your mobile device.
2. Tap the edit icon (a piece of paper and a pen). You'll be prompted to install the Adobe Acrobat app, and then will be taken to the app store.
3. Once Adobe Acrobat is installed, go back to your Dropbox app and either tap Next on the screen indicating that installation is complete or, if you don't see that screen, tap the edit icon again.
4. You'll be taken to the Adobe Acrobat app, and prompted to authorize that the Adobe Acrobat app can access your Dropbox.
5. Your file will open in the Adobe Acrobat app, where you can view or edit the PDF.
6. When you finish editing, tap the back arrow to save. You'll be taken to your Dropbox where the updated file will be saved.

Computers



Interactive fillable form

A. Purple message bar indicates presence of fillable fields. **B.** When clicked, shows where fillable fields exist.

Moving within the Forms — Use your mouse or pointing device to select icons, buttons, checkboxes, menu items and to select a space to enter information. Use the scroll bar to view more of the form you have selected.

(Optional) To make form fields easier to identify, click the Highlight Existing Fields button on the document message bar. Form fields appear with a colored background (light blue by default), and all required form fields are outlined in another color (red by default).

Entering your Information — Placing your mouse or pointing device over an entry area may display text about what to enter. You may also use the tab key to navigate through the form. To move backward to a previous area, hold down shift and then push the tab key.

Manual Entry Fields — Select an area to enter information and a blue box will surround it, with a blinking vertical line to indicate where you are entering your information.

Save forms -To save the completed form, choose File > Save As and rename the file.

Other State Agencies Serving Persons with Developmental Disabilities

Some agencies provide services that are designed for the general public but are also useful to persons with developmental disabilities. These services may be funded by various departments of state or local government. Some of these programs are:

Florida Department of Children and Families (DCF)

Adult Services Program

The Adult Services Program provides ongoing case management and in-home services through community-based services (Chapter 410, Florida Statutes). Clients who qualify for these services are adults with disabilities (18 through 59 years of age) with permanent physical or mental limitations that restrict their ability to perform normal activities of daily living and their capacity to live independently. Through case management and other in-home services, the program supports and maintains the independence of adults with disabilities and their quality of life.

Optional State Supplementation (OSS)

The Optional State Supplementation (OSS) program provides monthly cash payments to indigent elderly or individuals with disabilities who live in special noninstitutional, residential living facilities, including assisted living facilities, adult family care homes and mental health residential treatment facilities. To qualify for OSS, an individual must need assistance with the activities of daily living due to physical and/or mental conditions. The program provides a monthly check that supplements the individual's income so the person can pay the facility a provider rate established by the state.

Supplemental Nutrition Assistance Program (SNAP)

Administered by the U.S. Department of Agriculture and the Florida Department of Children and Families, the Supplemental Nutrition Assistance Program was formerly known as the Food Stamp Program. SNAP helps households with limited incomes buy food. The Electronic Benefits Transfer (EBT) card is the identification card for this program. On the back is a magnetic strip that works in grocery stores to deduct the amount of groceries purchased from the monthly benefit amount. Apply for SNAP in person at a local Department of Children and Families office or apply online at www.myflorida.com/accessflorida. If you have problems or need assistance, contact the Customer Call Center toll-free at 1-866-762-2237.

Home Care for Disabled Adults

This program provides case management services and a small financial subsidy to approved caregivers providing in-home care to adult persons (18 through 59 years of age) with disabilities who would otherwise be placed in nursing homes or institutions. Subsidy payments, though limited in amount, are intended to help offset the cost of housing, food, clothing, and incidentals, as well as those expenses related to medical, pharmaceutical, and dental services not covered by Medicare, Medicaid, or other forms of insurance. A special pre-authorized reimbursed supplemental subsidy may also assist with the purchase of equipment, supplies, and/or services when regarded as essential to the health and well being of the individual, if funding is available.

Community Care for Disabled Adults (CCDA)

The Community Care for Disabled Adults (CCDA) program assists adults (18 through 59 years of age) who have a permanent physical or mental disability that restricts their ability to perform one or more activities of daily living and impedes their capacity to live independently. Through the provision of, or linkage to, in-home services, CCDA helps these adults with disabilities live

dignified and reasonably independent lives in their own homes. Services include but are not limited to: adult day care; case management; chore service; escort service; homemaker service; and personal care. Through these services, CCDA strives to enhance the individual's quality of life, help the individual to remain in the least restrictive environment, and avoid premature or unnecessary institutionalization.

Aged and Disabled Adult Medicaid Waiver

This program assists adults with permanent disabilities (18 through 59 years of age) who are at risk of being placed in long-term care facilities. It allows adults with disabilities to be cared for in their homes, preserving their independence and ties to family and friends. To be eligible to receive services, the individual must meet Medicaid financial eligibility and level of care for nursing home placement. The Aged and Disabled Adult Waiver program provides services similar to those provided by the CCDA program listed above. Each department district is responsible for the administration of the DCF Medicaid Waiver program. Some districts, through agency staff, provide case management services and contract with community service providers for the provision of eligible services of the Medicaid Waiver program. Other districts contract with provider agencies for all services, including case management. Services include personal care, home delivered meals, homemaker services, day care, and other services.

You can find more information about the Department of Children and Families' programs and services at www.myflorida.com or call 1-850-487-1111. This is not a toll-free call.

Florida Department of Education (DOE)

Schools must meet the federal requirements established under the Individuals with Disabilities Education Act (IDEA). This federal legislation requires, among other things, that schools prepare a student for the transition from school to adult independent living. Planning for this transition begins no later than age 14 and can continue up to age 22. During the transition years, students can receive education and training in many areas including learning job skills and exploring job opportunities. These plans and goals for transition into adult independent living are recorded in the student's Individualized Education Plan (IEP), which is written by the student, the parents, teachers, any other staff involved in the student's education, and any other advocates the individual and family wishes to include in the transition process.

In addition to the assistance available in local schools, there are two divisions in the Florida Department of Education that provide services available to persons with disabilities.

- 1. The Division of Blind Services** provides orientation and mobility training, Braille reading and writing, typing, homemaking, manual arts, personal counseling, recreational services, vocational exploration and specialized vocational training to persons who are legally blind. They may also provide training in personal adjustment, eye medical services, glasses, low vision aids, and diagnostic and maintenance services. Talking Book Services provide library services for those unable to read conventional print due to a visual impairment. Individuals with developmental disabilities may be eligible for these services.
- 2. The Division of Vocational Rehabilitation** provides a comprehensive scope of services to persons with physical or mental disabilities that are an impediment to employment and

who require services to obtain employment. The Division of Vocational Rehabilitation will be discussed in *Chapter 5, Exploring Employment Opportunities*.

You can find more information about the Department of Education's programs and services at www.myflorida.com or call 1-850-245-0505. This is not a toll-free call.

LOCAL PROGRAMS AND SERVICES

Now, more than ever before, individuals and their family members must look to their community for services and supports. Many communities have a wide array of resources, supports, services, and disciplines that can impact and enhance an individual's quality of life.

- Use personal resources to secure needed services.
- Talk to other families about their experiences or join parent support groups.
- Meet with school officials or the school's exceptional education director concerning the student's needs. There are scholarships available, such as the McKay Scholarship, to assist students with disabilities.
- Contact the local university or college. Many have centers that concentrate on research and applied treatment and therapies focused on certain types of disabilities or offer services and accommodations to students with disabilities.
- Contact not-for-profit agencies to learn more about what they provide.
- Raise awareness in your church or other place of worship of the need for services and the possibility of informal networks of volunteers and services.
- Reach out to other community and civic organizations like Rotary club, Kiwanis, Scouts, and Boys and Girls Clubs for programs or services.
- Explore local government services that provide assistance to persons with developmental disabilities. The county or municipal authority may provide direct services, such as recreation, transportation, or public health services, or may choose to contract with nonprofit entities, such as councils on aging or economic development organizations, to provide these services.
- Identify private businesses and practitioners that understand your needs and have experience addressing individuals with similar needs.
- Explore eligibility for other state programs or services. Depending on age and income, other state agencies may also provide critical services. For example, programs in the Florida Department of Education can provide assistive technology resources, cover tuition and educational costs, and offer certified personnel to provide training in areas like supported employment, mobility management, and independent living skills.

- Phone 2-1-1. This is a general informational referral service that is available statewide. 2-1-1 can help you locate family support groups in your area, information on scholarships such as the McKay Scholarship, and other resources mentioned in this section.

The talents and effort of family and friends are an individual's most valuable assets. The willingness to explore the potential of community resources is essential in securing a better future.

Remember that APD is not your only option for services. Section 2 of this Guide provides even more information on agencies and organizations that provide programs and services to persons with disabilities.

CONSIDER THIS

1. Write down the programs and services that may be able to assist your family member.

2. Find the contact information for each program or service you listed above.

3. Schedule a time for you and your family member to contact at least one of these organizations to find out more information. Of course, you can contact them all if you like. When you contact the organizations, remember the Keys to Effective Advocacy discussed in Chapter 3.

Now that you have read through Chapter 4, Identifying Federal, State and Local Agency Resources, go to the Personal Information Summary and complete Section E. Benefits and Services.

Section E. Other Programs and Services

Write information about services received from government agencies and community resources.

Description Of Services	Source	Contact Person	Mailing Address	Email Address	Work	Telephone / Fax