



PERSONAL SUPPORT PROVIDER (PSP) and RESPITE/CHILDCARE (RC) REIMBURSEMENT POLICY

POLICY

The Florida Developmental Disabilities Council (FDDC) will provide reimbursement for the level of support required for individuals to be fully included in FDDC sponsored activities. Reimbursement will be based on the level of need defined by the individual and FDDC designated staff member and the rate for reimbursement will be determined based on FDDC's Level of Support Reimbursement Matrix.

PROCEDURES

1. The individual seeking reimbursement for a personal support provider or respite/childcare will complete the Level of Need Form. This form will be routed to the Executive Assistant.
2. The pay rate for the level of support will be based on the Level of Need form submitted and the Level of Support Reimbursement Matrix established by FDDC.
3. Once the level of support is determined the rate of pay will be shared with the individual so that they can recruit a personal support provider or respite/childcare worker. The determined rate will be shared with the Finance Department for processing reimbursement(s).
4. The individual and/or family is responsible for arranging for a PSP or RC and paying them directly.
5. The role of the PSP must be clearly defined between the individual and the PSP so that those who staff the Council's event will know that the individual is fully included and that no Council or staff support is needed.
6. The total amount that will be reimbursed for the trip will be based on the start and end time of the trip (total trip time).
7. If transportation is needed for the trip, either the PSP can provide the transportation, or the Council will engage an approved transportation company to provide transportation. If the PSP provides direct transportation, it must only be for the person they are providing direct PSP assistance to.
8. A PSP or RC Reimbursement Form will be provided to the individual for completion and submission to the Finance Department for reimbursement. Reimbursement Form(s) must be completed and submitted within 90 days to secure reimbursement.
9. The Level of Need form will be reviewed annually unless circumstances change for the individual at any time throughout the year. If that is the case, then the individual will meet with FDDC assigned staff and complete another Level of Need form.

Adopted: 07/09/2020

Revised: 7/27/2022