



## Community Experience Guidelines

The purpose of this funding initiative is to increase community involvement for individuals with developmental disabilities in residential settings. This includes supporting individual's staff and independent providers in a variety of experiences. This initiative will decrease barriers to community access and further increase inclusivity for individuals with disabilities.

The designated ARPA funding is to be utilized for various community experiences and programs. This program will be free of charge to agencies and independent providers that join, however, quarterly tracking will need to be provided so that MCBDD can demonstrate appropriate processes are being followed per funding requirements.

### Criteria for Agency Providers, Day and Vocational Program Providers, and Independent Providers

- Agency staff, day and vocational program providers, and independent providers must provide services to individual(s) that reside in Medina County.
- Funding is for community experiences for individuals with developmental disabilities and appropriate support people (agency, day and vocational program, and independent providers).
- Community experiences are based on what the individual wants to participate in (not the support person). Ideas can be provided, but the individual makes the final decision.
- Due to requirements of the grant and limited funding, ICFs are not eligible for this funding opportunity.
- Community experiences can include but are not limited to: sporting events (bowling, martial arts classes, etc.), movie theaters, concerts, community events/festivals, etc.
- The cap of \$100 can be used towards day or weekend trips such as Kalahari, Cedar Point, etc.
- This program shall not be used to supplement waiver funding or wages for agency staff/independent providers.



## Community Experience Guidelines (con't)

### **Program Process for Agency Providers**

**1.** Participating provider agencies must sign an "Agency Provider Community Experiences Agreement" with the MCBDD by Friday, June 28, 2024, to participate in the program and must also provide an updated W-9.

**2.** Provider Agencies will be given a lump sum grant amount based on the number of individuals served in residential settings:

- a. Agencies serving 30+ individuals = \$2,500 lump sum*
- b. Agencies serving 20 – 29 individuals = \$2,000 lump sum*
- c. Agencies serving 15 – 19 individuals = \$1,500 lump sum*
- d. Agencies serving 10 – 14 individuals = \$1,000 lump sum*
- e. Agencies serving 6 – 9 individuals = \$600 lump sum*
- f. Agencies serving 3 – 5 individuals = \$300 lump sum*
- g. Agencies serving 2 individuals = \$200 lump sum*
- h. Agencies serving 1 individual = \$100 lump sum*

**3.** The maximum amount allowed per experience or activity is \$100. This includes:

- Payment from the lump sum for an individual who cannot afford the experience.*
- Payment from the lump sum for agency staff who cannot afford the experience.*
- Special requests for anything over \$100 should be sent to MCBDD Community Projects Supervisor at least two weeks prior to the community experience. This request will be sent to the MCBDD ARPA Funds Committee for approval. If needed, committee will consult with representatives from DODD to determine if the purchase is appropriate.*
- Funds cannot be used for personal spending or for illegal activities.*

If provider agencies are not sure if an activity is appropriate, they can contact the MCBDD Community Projects Supervisor prior to purchase. If a purchase has already occurred and it is deemed inappropriate, MCBDD has the right to ask that those specific funds be reimbursed.

If additional funds become available, MCBDD will communicate this with agencies that have opted into the program and allow for additional requests.

**4.** Agencies will complete and submit a log that includes the individual's initials, DSP's name, experience they participated in, date of experience, and the cost of the experience. The log must be submitted on a quarterly basis or when designated funds have been exhausted. Log templates may be found on the MCBDD website's Provider Site - [www.mcbdd.org/provider/](http://www.mcbdd.org/provider/)

**5.** Provider agencies are responsible for keeping proof of payment for community experiences and must provide documentation upon request.

**6.** Community Experiences logs must be sent electronically to Crystal Brodzenski, MCBDD Community Projects Supervisor at [cbrodzenski@mcbdd.org](mailto:cbrodzenski@mcbdd.org) for initial review and then reviewed by the MCBDD ARPA Grant committee as needed. DODD will be consulted on an as needed basis.



## Community Experience Guidelines (con't)

### **Program Process for Day and Vocational Program Providers**

1. Participating provider agencies must sign a "Day and Vocational Program Provider Community Experiences Agreement" with the MCBDD by Friday, August 2, 2024, to participate in the program and must also provide an updated W-9.
2. Provider Agencies will be given a lump sum grant amount based on the number of individuals served in residential settings:
  - a. Agencies serving 60+ individuals = \$2,000 lump sum
  - b. Agencies serving 40 – 59 individuals = \$1,500 lump sum
  - c. Agencies serving 20 – 39 individuals = \$1,000 lump sum
  - d. Agencies serving 15 – 19 individuals = \$750 lump sum
  - e. Agencies serving 5 – 14 individuals = \$500 lump sum
  - f. Agencies serving 3 – 5 individuals = \$300 lump sum

3. The maximum amount allowed per experience or activity is \$100. This includes:
  - *Payment from the lump sum for an individual who cannot afford the experience.*
  - *Payment from the lump sum for agency staff who cannot afford the experience.*
  - *Special requests for anything over \$100 should be sent to MCBDD Community Projects Supervisor at least two weeks prior to the community experience. This request will be sent to the MCBDD ARPA Funds Committee for approval. If needed, committee will consult with representatives from DODD to determine if the purchase is appropriate.*
  - *Funds cannot be used for personal spending or for illegal activities.*

If provider agencies are not sure if an activity is appropriate, they can contact the MCBDD Community Projects Supervisor prior to purchase. If a purchase has already occurred and it is deemed inappropriate, MCBDD has the right to ask that those specific funds be reimbursed.

If additional funds become available, MCBDD will communicate this with agencies that have opted into the program and allow for additional requests.

4. Agencies will complete and submit a log that includes the individual's initials, DSP's name, experience they participated in, date of experience, and the cost of the experience. The log must be submitted on a quarterly basis or when designated funds have been exhausted. Log templates may be found on the MCBDD website's Provider Site - [www.mcbdd.org/provider/](http://www.mcbdd.org/provider/)
5. Provider agencies are responsible for keeping proof of payment for community experiences and must provide documentation upon request.
6. Community Experiences logs must be sent electronically to Crystal Brodzenski, MCBDD Community Projects Supervisor at [cbrodzenski@mcbdd.org](mailto:cbrodzenski@mcbdd.org) for initial review and then reviewed by the MCBDD ARPA Grant committee as needed. DODD will be consulted on an as needed basis.



## Community Experience Guidelines (con't)

### **Program Process for Independent Providers**

**1.** Independent providers can opt into the program at any time by signing an "Independent Provider Community Experiences Agreement" and providing an updated W-9.

**2.** The maximum amount per experience or activity is a one-time amount of \$100. This includes:

- a. Payment for an individual who cannot afford the experience.*
- b. Payment for independent provider who cannot afford the experience.*
- c. Special requests for anything over \$100 should be sent to MCBDD Community Projects Supervisor prior to the purchase. This request will be sent to the ARPA Funds Committee for approval. If needed, committee will consult with representatives from DODD to determine if the purchase is appropriate.*
- e. Funds cannot be used for personal spending or for illegal activities.*

If independent provider is not sure if an activity is appropriate, they can contact the MCBDD Community Projects Supervisor prior to purchase. If a purchase has already occurred and it was deemed inappropriate, MCBDD has the right to deny reimbursement to independent provider.

Funding will be disbursed in order of reimbursement requests, until the budget amount is exhausted. There is a funding pool of \$8,200 that will be available.

**3.** Independent providers must submit for reimbursement of activities with individuals served from the previous month or at minimum, the previous quarter. They must submit an invoice to the Medina County Board of Developmental Disabilities with accompanying receipts, as well as a log of community experiences that includes their name, individual's initials, experience they participated in, date of experience, and the cost of the experience. Log templates may be found on the MCBDD website's Provider Site - [www.mcbdd.org/provider/](http://www.mcbdd.org/provider/)

**4.** Independent provider must send the invoice and log electronically to Crystal Brodzenski, MCBDD Community Projects Supervisor at [cbrodzenski@mcbdd.org](mailto:cbrodzenski@mcbdd.org) for review. Logs may be reviewed by the MCBDD ARPA Grant committee as needed and DODD will be consulted on an as needed basis.