



PARENT/CAREGIVER PACKET

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DISABILITY ADVOCATES OF KENT COUNTY

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Planning Ahead For When Your Special Child Turns 18

BY NICOLE VANDIVER BRYAN

Planning ahead is wise for all. It is essential for the future of a child with special needs who is about to turn 18. In most states, a child's 18th birthday signifies the moment when that child is legally presumed to be competent to make his or her own medical, financial, and educational decisions. Unless parents take precautionary steps to overcome that legal presumption, their child - legally - could quit school, sign up to purchase expensive toys or leave home. If an 18-year-old child is ill, the parents technically lose the ability to be informed about the illness or to make medical decisions for their child. What precautionary steps to consider, as that 18th birthday approaches, is the subject of this article.

Basic Questions:

The two most frequent concerns expressed by parents anticipating the milestone 18th birthday are:

- Is my child capable of making important decisions or should we seek court authority to make decisions for him or her?
- Is my child eligible for governmental income assistance and health care benefits?

I. Decision Making Issues

Faced with the prospect of losing the authority to make decisions for their child who is about to turn 18, some parents believe they must immediately be appointed guardian (called a conservator in some states) with full authority to make all medical and financial decisions for their child. Guardianship may be the only option for families with a child who has severe cognitive impairments. For families with a physically disabled but cognitively able child, guardianship will probably not be the proper choice, though their child may need assistance managing his or her own affairs or making important health care or educational choices. Parents should consider the alternatives carefully with their medical and legal advisors.

The threshold question is: Does my special child have the capacity to make personal and financial decisions?

If a child has the judgment and ability to make personal and financial decisions, he or she will not need a guardian and may name his or her own agents to make decisions or to help with matters like bill paying, accessing medical information or education planning. Legal capacity requirements vary from one document to another and, before preparing any documents for an adult disabled child, a special needs attorney will meet with the child to assess legal capacity and to determine the child's choice of agents. In close cases, the attorney may request a capacity assessment by an appropriate medical professional.

Powers of Attorney

Children with special needs who have the required level of capacity to sign documents naming agents to act for them retain all their own legal rights while enjoying the help of a trusted person to assist with certain tasks. From a parent's perspective, the only downside to an adult child naming agents is that a person who has the capacity to execute a power of attorney also has the ability to revoke the document. A durable power of attorney (POA) for financial matters allows the named agent to handle the child's financial affairs. An education POA names an agent, usually a parent, to continue to advocate for the adult child in educational matters. A health care POA (also called an advance medical directive or health care proxy) allows the named agent to make health care decisions for the child. It can become effective immediately or in the future if the child is later unable to make or communicate his or her own choices.

A HIPAA (Health Insurance Portability and Accountability Act) release form permits the agent to access the adult child's medical information and to discuss it with third parties such as medical providers and insurance carriers.

Legal Guardianship

When a child with special needs lacks the capacity to name agents, a guardianship may be necessary. A guardianship is a technical legal proceeding in which a court, after finding that the adult child lacks the capacity to make decisions, declares that child to be legally incompetent and names others to act for him or her. Guardianship proceedings and the words used to describe the court-appointed decision makers (Guardian of the Estate, General Guardian, Conservator, etc.) vary from state to state but a "limited" guardianship may be available and advisable when an adult child is capable of making some but not all decisions. For example, the child may retain the right to decide where to live and to manage small amounts of money while the guardian handles medical decisions and the remainder of the child's finances.

II. Possible Government Benefits

On reaching age 18, a child with special needs may be eligible for certain public benefits including SSI (Supplemental Security Income) or SSDI (Social Security Disability Income), both administered by the Social Security Administration (SSA).

To qualify for monthly SSI benefits, the child with special needs must have limited income and resources and be disabled or blind. Unlike SSDI benefits, SSI benefits are not based on the child's work record or that of the child's family member. The maximum federal monthly SSI benefit for 2010 is \$674. The SSI monthly benefit is higher in some states that contribute a state SSI supplement to the federal benefit amount.

The test of disability is different for adults and children. If a child is already receiving SSI payments, SSA will review the child's medical condition when he or she turns 18 to determine if a disability exists according to the adult rules. An adult is considered disabled if he or she has a medically determinable physical or mental impairment that results in the inability to engage in any substantial gainful activity and can be expected to result in death or has lasted or can be expected to last for a continuous period of not less than 12 months.

It is important to schedule an appointment immediately upon turning 18 with the child's doctor to document that the child continues to be eligible to receive SSI benefits under the adult rules. (A medical evaluation may also be important to establish the existence of the child's disability before the age of 22 in order to qualify as a disabled adult child (DAC) and be eligible to receive SSDI benefits, based upon a parent's work record, when the parent reaches age 62, becomes disabled or dies.)

SSI eligibility rules concerning income and assets also change when a child turns 18. At that age, SSA no longer counts income and resources of family members in determining whether a young adult meets SSI financial limits. It considers only the income and resources of the adult child. Even if a child did not receive SSI payments because of parents' income and resources, he or she may be eligible after turning 18.

A person on SSI can have no more than \$2000 in countable assets. Assets that are not counted in determining the \$2000 limit are a home, one vehicle, household goods and personal effects, a burial space and certain life insurance policies. In most states, people receiving SSI benefits automatically qualify for Medicaid to pay for medical care. Check your state's rule. In all states, people who receive SSDI become eligible for Medicare after 2 years.

Unlike SSI, there is no asset test for SSDI, but it is important to consider how income earned from employment can affect ongoing eligibility. For example, a wheelchair-bound investment banker would

not be eligible for SSDI because eligibility turns on the amount of money earned rather than the severity of the disability. The SGA income limit for 2010 is \$1000.

Conclusion

Turning 18 is a significant milestone and an opportunity for the whole family to share and celebrate a new and adult phase of life. It is also a time to plan carefully - to take those precautionary steps that strike the right balance between protection and independence for your special child in the coming years.

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Supplemental Security Income (SSI) Benefits

The Supplemental Security Income (SSI) program pays benefits to disabled adults and children who have limited income and resources.

SSI benefits also are payable to people 65 and older without disabilities who meet the financial limits.

People who have worked long enough may also be able to receive Social Security disability or retirement benefits as well as SSI.

How Do I Apply For SSI?

We do not have an SSI application online. If you would like to apply for SSI benefits for:

An adult with a disability

- Schedule an appointment with a local Social Security office to file an application. Call **1-800-772-1213** (TTY **1-800-325-0778**) from 7 a.m. to 7 p.m., Monday through Friday or contact your local Social Security office, or;
- Find out if you are eligible to receive Social Security Disability Benefits. Learn more and start the disability process at our [Apply Online for Disability Benefits](#) page.
- Although this is not a SSI application, we can use most of the information you provide to start the disability process. Once you finish the online process, a Social Security representative will contact you for any additional information needed for the SSI application.

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Disability must last at least 1 year		Social Security Administration	Application / medical reviews	Disability Determination Service (DDS) (4) State offices / State employees
1. Benefit Name	2. Eligibility	3. Benefit in Dollars	4. Insurance Benefit	5. Supplemental Security Income (SSI) Work Incentives
Supplemental Security Income (SSI) Known to Social Security Administration as the Title XVI (16) Program	♦ Work history is not a factor for eligibility for SSI. ♦ The SSI program makes cash assistance payments to aged, blind, and disabled persons (including children who have limited income and resources).	♦ The dollar amount received is considered to be the Federal Benefit Rate (FBR). ♦ 2017 amounts are: \$735 per month Individual rate \$1,103 per month Month is the Couple rate if both persons receive SSI.	a. <u>Medicaid</u> – is <u>automatic</u> when receiving SSI in Michigan. b. <u>Medicaid 1619 b</u> - applies when earnings exceed the Break-even Point (this is the point at which an individual is not eligible to receive a SSI benefit cash benefit due to earnings from work) the individual will be moved into Medicaid 1619b status as long as income remains below the state threshold level. The 2017 level for Michigan is \$35,688. 2017 SSA Red Book - ??? Asset limit for a. & b. is \$2,000	Work earnings must be reported monthly – Example: March work earnings received need to be reported to the Social Security Administration (SSA) by April 6 th . a. <u>Student Earned Income Exclusion (SEIE)</u> - This incentive applies to SSI recipients under the age of 22, who are regularly attending school (high school, college, training course, home schooling). 2017 – up to \$1,790 per month can be excluded from wages, or up to a maximum of \$7,200 yearly. SSA Redbook pages 38 – 39 b. <u>General Income Exclusion (G.I.E.)</u> First \$20 of any income is excluded. page 37 c. <u>Earned Income Exclusion (E.I.E.)</u> First \$65 of earning excluded. page 37 d. <u>The ½ Deduction</u> - after allowable deductions (IRWE's, BWE's, SEIE, PASS) earnings are divided by 2. page 37 e. <u>Break-even Point</u> – if earnings exceed (\$?) per month the SSI cash benefit may stop (varies based on a person's SSI benefit rate & whether IRWE's, BWE, or SEIE apply) f. <u>Impairment Related Work Expense (IRWE's)</u> - pages 21 – 23 g. <u>Blind Work Expenses (BWE)</u> apply after ½ deduction – page 47 h. <u>Plan for Achieving Self-Support (PASS)</u> - pages 24 - 25 i. <u>Continuing Disability Review (CDR)</u> protection - page 27 j. <u>Section 301</u> – page 27 k. <u>Property Essential to Self-Support (PESS)</u> - page 40 l. <u>Expedited Reinstatement (EXR)</u> of benefits (SSI) – request must be made within 60 months of the last month of entitlement. SSA Redbook pages 28 & 42
Title 16 of the Social Security Administration is federally funded by general tax revenues.	Note: For children under age 18 a parent(s) income & assets are used to determine eligibility.	♦ Some states may subsidize the SSI amount with a state supplemental payment increasing the amount an individual receives. Michigan - \$42 per 3 months.	Social Security Administration (SSA) measured Medicaid Department of Health & Human Services (DHHS) measured Medicaid c. <u>Freedom to Work (FTW)</u> <u>Medicaid</u> - See fact sheet <ul style="list-style-type: none"> • unlimited income from work • asset limit of \$75,000 in savings, checking, cash, etc. • one house • one car • unlimited retirement funds • monthly premium may apply 	

SSI is a needs based program

1619b – Medicaid Coverage Continuation

- If SSI (Supplemental Security Income) benefits end due to wages (not resources or unearned income), Medicaid coverage can continue until the income threshold (\$34,923.00 in Michigan for 2016) is reached.
- The individual must still meet all other requirements for SSI, must not have medically recovered, and must use the Medicaid each year

Section 1619b: SSI and Medicaid Coverage

2017 Fact Sheet on Work Incentives

How It Helps You:

If you are eligible for SSI have Medicaid for your health insurance and are employed, 1619b allows you to work and to keep Medicaid coverage without a Medicaid spend-down. You can continue to be eligible for Medicaid coverage until your gross annual income reaches a certain amount (this amount is \$35,688 for 2017). Exceptions to this work incentive are if you no longer need Medicaid, or if you accumulate more than \$2,000 in resources as an individual or \$3,000 as a couple (this is currently Michigan's Medicaid resource limit).

How It Works:

While you are earning income from work, if you have a disability or are blind, if you need Medicaid in order to work, if you are unable to afford benefits, and you meet all other requirements (such as less than \$2,000 in resources), you are eligible for 1619b Medicaid protection.

You should report your earnings to the Social Security Administration (SSA) monthly. At the time that your SSI cash payments stop due to reaching the Break Even Point (the point when your earnings cause your SSI check to go to zero), SSA will automatically determine eligibility for 1619b, and inform you of your eligibility for this Medicaid protection.

This information will be sent electronically to the local office of the Department of Human Services (DHS). However, you should also report your earnings to the caseworker at the DHS, and inquire about your eligibility for Section 1619b Medicaid continuation when you no longer receive an SSI check due to your earnings.

With 1619b you may still remain eligible for SSI, even though your check has stopped. If you begin earning less than the break even point or are not working again, your SSI check will start again. It is very important to always report your earnings to Social Security each month to have your check adjusted accurately.

A trained Benefits Coordinator familiar with Social Security Work Incentives can help you in understanding the conditions to continue with Medicaid coverage under Section 1619b.

Effective date: January 1, 2014

Freedom to Work (FTW) Medicaid Overview - 2017

- 1) **MA – Medical Assistance only:** Freedom to Work Medicaid applies only to the individual who is applying but if the person is married the application will ask for additional information.

Who is Eligible for Freedom to Work (FTW)?

- 2) **Initial Eligibility:** FTW Medicaid is for individuals with a disability who are currently:

- *Employed:* Freedom to Work Medicaid allows a person to work and earn unlimited earnings from work. FTW coverage is retained when a person is relocated due to employment. **Note:** A person may have temporary breaks in employment up to 24 months if the break is the result of an involuntary layoff or is determined to be medically necessary and retain FTW eligibility.
- *Have a Disability:* The person must be disabled according to the disability standards of the Social Security Administration (SSA) / Disability Determination Services (DDS). FTW is available to a beneficiary with a disability age 16 through 64 who has earned income.
Note: Employment, earnings, and Substantial Gainful Activity (SGA) should not be considered when determining eligibility.
- *Initial Income:* eligibility exists when the individual's countable **(earned and unearned)** income does not exceed 250 percent of the Federal Poverty Level(FPL) – **\$2,475 per month, \$29,700 annual**
- *Initial Asset Limit:* (cash, checking, savings, bonds, retirement, etc.) the initial eligibility determination for an individual in the **calendar year 2017 = \$7,390**

- 3) **Ongoing Eligibility:**

- Ongoing asset limit up to \$75,000 (cash, checking, savings, bonds, etc.) and unlimited retirement funds.
- FTW does not count the house you live in,
- FTW does not count one car,
- Ongoing income eligibility exists when the individual's **(unearned)** income does not exceed 250 percent of FPL - \$2,475 per month in 2017,
- Earned income may be unlimited but the person may have to pay a monthly premium (see below).

- 4) **Monthly Premiums:**

- There are no premiums for individuals with MAGI (Modified Adjusted Gross Income) less than 138 percent of the federal poverty levels(FPL) – income is less than \$1,366 per month.
- A premium of 2.5 percent will be charged for an individual with MAGI income over 138 percent of FPL and income is less than \$75,000 (example – total countable income \$2,000 per month X's 2.5% = \$50 per month),
- A premium of 100 percent of the average FTW participant cost will be assessed for an enrolled individual with MAGI income over \$75,000.

2018 Countable Income Formula:

Example: Single person, receiving an SSI check and is working, earning \$900 per month.

Step 1:

Earned Income	\$900.00
Subtract General Income Exclusion	(\$20.00)
Subtract Earned Income Exclusion	(\$65.00)
Countable Earned Income	\$815.00
Divide Remainder of Earnings by 2	/2
	\$407.50
Equals Total Countable Earned Income	

Step 2:

Federal Benefit Rate	\$750.00
Subtract Total Countable Earned Income	(\$407.50)
Equal Adjusted SSI Payment Amount	\$342.50

**Before
Working:**

SSI	\$750.00
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**After
Working:**

Gross Earnings:	\$900.00
New SSI Payment:	\$342.50
Total Gross Monthly Income:	\$1,242.50

SSI Medicaid to DAC (Disabled Adult Children)

When a parent either retires or becomes disabled. What happens now? Many families have experienced that their adult child, who currently was on SSI and receiving Medicaid, lost it when moving over to DAC Medicare coverage. **This should not be happening.**

BEM 158 – Disabled Adult Children

1. Is age 18 years or older; and
2. Received SSI; and
3. Ceased to be eligible for SSI, because he/she became entitled to DAC RSDI benefits; and
4. Is currently receiving DAC RSDI benefits; and
5. Would be eligible for SSI without such RSDI benefits.

The adult child would continue receiving the same Medicaid they had before becoming entitled to DAC benefits. As long as they continue to be disabled per the Social Security Administration

MiCAP Food assistance will discontinue. Only SSI participants qualify for this program.

You may reapply for food assistance through your local DHHS office if you qualify financially.

Applying for Home Help

If you or your loved one need assistance performing daily activities, call or visit the Adult Services unit at your local county MDHHS office.

If you need help finding your local MDHHS office, go to www.michigan.gov/contactMDHHS.



Services Not Covered

The following services are **not** covered by Home Help:

- Heavy housework.
- Home repairs.
- Prompting or reminding someone to complete a task.
- Supervision.
- Transportation.
- Yard work.

County MDHHS Office



Provider Resources

If you have questions regarding provider enrollment in CHAMPS, contact Provider Support at 800-979-4662 or visit the MDHHS Home Help website at:

www.michigan.gov/homehelp



The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.

DHS-Pub-815 (Rev. 6-16) Previous edition obsolete.

Home Help Services



Home Help Services

Home Help Services is a program administered by the Michigan Department of Health and Human Services (MDHHS). The program provides funding for qualified individuals to hire someone to assist them with their daily activities. It is designed to support individuals who wish to live independently in their home rather than live in an adult foster care home, home for the aged or nursing facility.

Available Services

Home Help Services may pay for the following activities of daily living:

- Eating or feeding.
- Bathing.
- Dressing.
- Grooming.
- Moving throughout the home.
- Transferring from one position to another.
- Using the toilet.

If you qualify for the program, you may also receive assistance with the following:

- Administering or setting up medicine.
- Laundry.
- Light housework.
- Meal preparation/clean up.
- Shopping for essential items.



Eligibility

To receive Home Help Services, an individual must:

- Have active Medicaid.
- Require physical assistance to perform **at least one** activity of daily living.

Individuals with personal care needs and income that exceeds the Medicaid eligibility standards, may still be eligible for Home Help.

Contact your local MDHHS office, Adult Services unit, and ask about the Personal Care Option.

Assessment of Need

The Adult Services worker will meet with the client to conduct a comprehensive assessment to determine what services are needed and the amount of time it takes to complete each task.

Home Help Service Providers

Recipients of the Home Help program hire and employ their providers. These providers are not employed by MDHHS or the state of Michigan.

Providers must be at least 18 years old and may be a relative, friend, neighbor or health care agency. A client's spouse or a parent caring for a minor child **cannot** be paid by MDHHS to provide care.

Providers must be enrolled in the Community Health Automated Medicaid Processing System (CHAMPS) and undergo a criminal history screen before they can be paid. The provider's hourly rate is based on the county where the client resides.

Clients who have difficulty finding a provider may contact the Provider Registry at 800-979-4662.

Food Assistance

Eligibility

- Must live in Michigan
- **Asset limit is \$5,000.** Assets are cash or any property you own
 - One household vehicle and first home are excluded
- Income is considered when determine the amount of food assistance you are eligible to receive

Information from <http://www.michigan.gov/mdhhs>

You can complete an application at MI Bridges:

<http://www.mibridges.michigan.gov>

Parent and Child Living Together:

Information from DHHS BEM618.

- Receive **Full SSI**
- Are at least **18 years of age**
- Reside in Michigan
- Are not currently receiving Food Assistance Program (FAP) Benefits
- Meet the Social Security Administration's definition of independent living
- **Purchase and prepare food separately from the others in the household.**
- **This specific program is MiCAP, not local DHHS office**

Information from BEM554, page 16

If using FAP benefits, must **either** pay for heat/electricity **or** receive *Home Heating Credit* in excess of \$20.

- Acceptable verifications:
 - Current bills
 - Written statement from the provider
 - Current lease

Information from BEM212 FAP

If you are not receiving SSI started receiving RSDI/DAC

If you buy, fix, and eat your food separately, you can have your own Food Assistance case, as long as you are **over 22 years and 1 month old.**

Representative Payee

What does a representative payee do for me?

Your payee receives your payments on your behalf and must use the money to pay for your current needs, which include:

- housing and utilities;
- food;
- medical and dental expenses;
- personal care items;
- clothing; and
- Rehabilitation expenses (if you're disabled).

After those expenses are paid, your payee can use the rest of the money to pay any past-due bills you may have, support your dependents or provide entertainment for you. If there is money left over, your payee should save it for you.

The payee must keep accurate records of your payments and how they are spent and regularly report that information to Social Security. Your payee also should share that information with you.

If you live in an institution, such as a nursing home or a hospital, the payee should pay the cost of your care and provide money for your personal needs.

What should I tell my payee?

Be sure to tell your payee if you:

- get a job or stop working;
- move;
- get married;
- get money from another source;
- take a trip outside the United States;
- go to jail or prison;
- are admitted to a hospital;
- save any money;
- apply for help from a welfare department or other government agency; and
- are no longer disabled, if your benefits are based on a disability.

If you or your payee fail to report any of the above actions to us, you may be paid more money than you are due. You may have to pay back any money you were not due, and your payments may stop

If you have questions about having a payee

Call Social Security's toll-free number, 1-800-772-1213, between 7 a.m. and 7 p.m. on business days. If you are deaf or hard of hearing, you may call our toll-free TTY number, 1-800-325-0778, between 7 a.m. and 7 p.m. on business days or call your local Social Security office between 9 a.m. and 4 p.m. on business days. You also can visit us on the Internet at www.socialsecurity.gov.

REPRESENTATIVE PAYEE SUPPORT

Support to set up Representative Payee

- All contracted supports coordination agencies can provide representative payee services to the people they work with as part of the supports coordination services. **THIS IS A FREE SERVICE**
 - HOPE Network
 - MOKA
 - Thresholds
 - Spectrum
 - Pine Rest
- **The ARC** has a limit on how many people they serve
- **Good Stewards** charges \$38.00 per month for the service
- **Social Security Administration** has a Representative Payee Pool
 - Can charge up to \$35.00 for SSI cases per month
 - Can charge up to \$60.00 for RSDI cases per month
- **People First** receives 10% of the persons income up to \$39.00 per month
- **Greater Grand Rapids Payee Service**
- **Diversified Finance & Health Services, Inc.**
- **InterAct of Michigan, Inc.**
- **Any friend, family member or guardian** can become a representative payee at no cost
- **NOTE: A family member or friend does not receive a payment for this service**

GUARDIANSHIP PROCESS FOR INDIVIDUALS WITH
DEVELOPMENTAL DISABILITIES**

(Full/Plenary Guardianship)

A guardian for a person with Developmental Disability may be appointed by the Probate Court of the Michigan County under the Michigan Mental Health Code. A person with a Developmental Disability means a severe, chronic condition that meets all of the following requirements:

- Is attributable to a mental or physical impairment or a combination of mental and physical impairments
 - Is manifested before the individual is 22 years old
 - Is likely to continue indefinitely
- AND**
- Results in substantial functional limitation in 3 or more of the major life activity areas:
 - Self-care, Receptive and expressive language, Learning, Mobility, Self-Direction, Capacity for Independent Living, Economic Self-Sufficiency

Guardianship paperwork can be filed on the individual's 18th birthday

Kent County Probate Court: www.accesskent.com/courts/probate/

Clerk: Rhonda Brown: 616-632-5440 May call with questions or for help

For help filling out forms: Legal Assistance Center, 5th floor of County Court Building

180 Ottawa Ave NW # 5, Grand Rapids, MI 49503, 616-632-6000
(Closed Mondays)

Family can do the following:

- Go to www.accesskent.com/Courts/Probate/ for more information
 - Accesskent.com; Courts, Probate Court, Guardianship and/or Developmental Disabilities
- Prepare the Order and Letters of Guardianship (Probate Court can help with this)
 - Documents needed: Go to www.courts.mi.gov
 - Court Forms. Search for a Court Form, enter form number:
 - PC658: Petition
 - PC659: Report to Accompany Petition
 - PC562: Notice of Hearing
 - PC564: Proof of Service
 - PC571: Acceptance of Appointment, Clearance forms (Criminal History Check etc.)
 - (The person(s) filing to become a Guardian will need a background check)
- The individual must have a Psychological evaluation (includes Mental, Physical, Social, Educational, Adaptive Behavior and Social Skills)
 - must be completed within 12 months from the filing of the Petition
 - Some Options: (a school Psychological evaluation cannot be used for Guardianship)
 - Wilson & Wynn Interventions alice@wilsonandwynn.com 616-647-3460
 - costs around \$400
 - HRA Psychological Services www.hrapsychservices.com 616-458-0692
 - may cost \$1000 or more
 - Pine Rest Christian Hospital 616-258-7524 (may cost \$1000-1500 plus time in court)
 - Mary Free Bed Rehabilitation Hospital 616-840-8668 (may cost \$1400, can bill some private insurance and some Medicaid)
 - network180 agency www.network180.org 616-336-3939
 - If an individual has Supports Coordination and is receiving services like Respite, Community Living Supports, etc, and he/she meets the qualifications for developmental disability, the Psych Eval may be covered by Medicaid if the individual has Medicaid

(Kent County CSHCS does not endorse nor receive remuneration for any referrals made on this list)

Family can do the following on the 18th birthday or after:

- Family will bring the PC658 Petition and PC659 Report to Accompany with the required information to the Probate Court

Kent County Probate Court will:

- Help the family Prepare the Order and Letters of Guardianship
- Set a Hearing Date: you will receive the PC562 Notice of Hearing and PC564 Proof of Service in the mail
- Appoint an Attorney for the individual (at no charge) to represent him/her at the Hearing and
- Get copies of everything to the Attorney
- Conduct the Hearing
 - Potential guardian(s) and individual must attend the hearing
 - Letters of Guardianship will be given when granted

Legal Guardian(s) will:

- Receive the PC662 Letters of Guardianship of Individual with Developmental Disability
- Keep PC662 to share with anyone who needs to have proof of legal guardianship (eg, medical, insurance, etc)
- File an annual report around the anniversary date of guardianship
 - Find the forms at:
www.accesskent.com/Courts/Probate/forms.htm
 - Annual Guardianship Reports:
 - PC663: Report of Guardian on Condition of Individual with Developmental Disability
 - PC564: Proof of Service (Required to be filed along with PC663)
 - Send a self-addressed envelope with the forms and request a copy of the newly dated Guardianship letter
 - No cost for a regular copy
 - Include \$12.00 (or current fee) for a certified copy

(Guardianship for a *Legally Incapacitated Individual* is of a person impaired by reason of mental illness, mental deficiency, physical illness or disability, chronic use of drugs, chronic intoxication, or other cause to the extent that the person lacks sufficient understanding or capacity to make or communicate informed decisions. This is a slightly different process. Contact Kent County Probate Court.)**

Alternatives to Guardianship and Guardianship

When a person with developmental disabilities nears the age of majority (18), parents need to consider whether a guardian of the person and/or estate is necessary for their young adult. Many individuals with developmental disabilities are able to manage their affairs with informal assistance from family, friends, agencies and documents like Power of Attorney.

There is no magic formula to determine when or whether guardianship is appropriate. Every situation is unique. An individual's abilities and needs must be the main consideration in deciding to seek guardianship or to find other less-restrictive approaches.

The determination of need for guardianship is based on the person's abilities to handle personal decisions, finances, property, medical decision making and similar matters. The inability to handle these matters is the basis for a guardianship, not just the presence of a cognitive impairment or other developmental disability. Guardianship should be tailored to the person's needs and structured so the person retains as much independence as possible, especially in areas of capable decision making skills.

Alternatives (from the least restrictive to most restrictive)

Natural Supports

Advice and guidance from family members, friends, neighbors and faith community

Release of Information forms

A person may sign a form to permit the sharing of information with other agencies or individuals

Social Service supports and person centered planning

Government programs non-profit agency supports and comprehensive planning that considers whatever supports are necessary for the individual to live an independent life

Representative Payee

If the person receives SSI or SSDI from the Social Security Administration, a representative payee can be named to handle the person's monthly checks and any Social Security paperwork

Power of Attorney for Health Care (Patient Advocate)

A POA for Health Care is a document allowing another person to make medical care decisions, specifically future medical treatment and end of life decisions. However, the patient advocate can only make medical decisions if the person has first been determined by two physicians or a physician and a licensed psychologist to be unable to participate in his/her own medical treatment decisions.

Limited Powers of Attorney (POA)

A limited POA is a document which covers only a specific area, such as finances, education, etc. This allows another person (eg, parents, friend, etc) to be involved in and make decisions regarding the particular area. An attorney can prepare this document.

General Durable Power of Attorney (POA)

A general POA is very comprehensive. It covers financial, medical, educational issues and decisions concerning government programs, housing, advocacy, etc. An attorney can prepare this document.

Parents need to go to Probate Court (in the county they live in) for the following options:

Partial Guardianship of the Person or the Estate

Guardian granted authority over the person only in specifically defined personal or financial matters. Allows the guardian to decide only in areas where the person is not capable.

Temporary Guardianship

Can be appointed under emergency circumstances (eg, acute illness) if necessary for the person's welfare or protection.

Full or Plenary Guardianship of the Person or the Estate

Establishes guardianship over all the person's personal decisions and/or financial matters. Since full guardianship involves controlling almost every aspect of the person's life, it is the most restrictive option.

Resources to call for more help with questions about transitions, in Kent County:

Disability Advocates of Kent County

Bonnie Miller 616-323-2217

bonnie.m@dakc.us www.dakc.us

Network 180

Joann Crumm 616-336-3909

joann.crumm@network180.org www.network180.org

Children's Special Health Care Services – Kent County

616-632-7066 or 616-632-7055

chris.buczek@kentcountymi.gov www.michigan.gov/cshcs/ **Choose:**

Transition to Adulthood

ARC Kent County

616-459-3331

www.ackent.org

Rental Agreements

Flat Fee Rental Agreements Can Be Used to Avoid the 1/3 Reduction of SSI for Clients Living in the Household of Another:

When clients are living in the household of another, their SSI amount can be reduced by 1/3 unless they show that they are contributing their 'fair share' to household expenses. The easiest way to show that the client is paying their 'fair share' is to have them sign a flat fee rental agreement equal to 1/3 of the federal SSI amount + \$20 (technically this is known as the 'presumed maximum value' (PMV) of in-kind support and maintenance).

The current calculation of 1/3 Federal SSI + \$20 can be found at POMS SI 00835.901

<https://secure.ssa.gov/poms.nsf/lnx/0500835901>

Since the Federal SSI amount is going up to \$733 in 2015, the rental agreement should be made for at least \$244.08 per month [$\frac{1}{3} \times \$733 + \$20 = 264.08$]. Current beneficiaries could sign and date a document that says something like: "I agree to pay Mr./Mrs. [Name] \$265 per month to contribute to household expenses, starting on [date]." For clients that are applying for SSI but not yet receiving it, in order to avoid a reduction, they could sign and date an agreement at the time of application that states something like: "I agree to pay Mr./Mrs. [Name] \$265 per month to contribute to household expenses starting on [date]. I agree to pay back any amounts that accrue while my SSI application is pending out of my anticipated SSI lump sum back payment." Needless to say, the client MUST ACTUALLY contribute \$265 per month to household expenses once their benefits start to come in.

Residential Tenancy Agreement

THIS AGREEMENT made on the _____ day of _____ 20_____

BETWEEN: _____ (Hereafter referred to as "the Tenant(s)")

AND: _____ (Hereafter referred to as "the Landlord")

1. The rental premises are located _____ (Street address)
and includes usage of _____ (bedroom, kitchen, etc).

The term of this agreement shall be as follows:

2. This tenancy began on or shall begin on _____.
3. The rent shall be \$ _____ per month, and shall be payable in advance on or before the _____ day of each month.
4. There will be _____ person(s) occupying the rental premises.
5. Except for casual guests, no other persons shall occupy the premises without written consent of the Landlord. _____ Initial
6. Utilities will be paid by the Landlord and are included in the rental amount. _____ Initial
7. Groceries for the tenant(s) will be purchased by the tenant. _____ Initial
8. The Landlord shall provide and maintain the premises in a good state of repair and fit for habitation and complying with municipal health, safety, and maintenance standards. _____ Initial
9. The Tenant is responsible for ordinary cleanliness of the premises and for the repair of damage caused by the willful or negligent conduct of the Tenant or persons permitted on the premises by the Tenant. _____ Initial

THIS DOCUMENT is intended to be a complete record of the rental agreement. Both parties are to have a complete copy of this agreement. Any agreements and undertakings must be included herein in writing to be binding.

Landlord Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Residential Tenancy Agreement (sample form only)

THIS AGREEMENT made on the 5th day of January, 2014

BETWEEN: Joe R. Fake (Hereafter referred to as "the Tenant(s)")

AND: Mary L. Fake / mother (Hereafter referred to as "the Landlord")

1. The rental premises are located: 100000 Fake Street, Fake, Michigan 90000 (Street address)
and includes usage of one bedroom and bathroom / kitchen usage (bedroom, kitchen, etc).

The term of this agreement shall be as follows:

2. This tenancy began on or shall begin on January 2014.

3. The rent shall be \$ 285 per month, and shall be payable in advance on or before the 5th day of each month.

4. There will be one person(s) occupying the rental premises.

5. Except for casual guests, no other persons shall occupy the premises without written consent of the Landlord. JF (Initial)

6. Utilities will be paid by the Landlord and are included in the rental amount. JF (Initial)

7. Groceries for the tenant(s) will be purchased by the tenant. JF (Initial)

8. The Landlord shall provide and maintain the premises in a good state of repair and fit for habitation and complying with municipal health, safety, and maintenance standards. JF (Initial)

9. The Tenant is responsible for ordinary cleanliness of the premises and for the repair of damage caused by the willful or negligent conduct of the Tenant or persons permitted on the premises by the Tenant. JF (Initial)

THIS DOCUMENT is intended to be a complete record of the rental agreement. Both parties are to have a complete copy of this agreement. Any agreements and undertakings must be included herein in writing to be binding.

Landlord: Mary Fake Date: January 5, 2014

Tenant(s): Joe Fake Date: January 5, 2014

Making a Referral for Network 180 Adult I/DD Mental Health Services

1. Guardian/Parent/Consumer may contact the network180 Access Center at PH 616-336-3909 and ask to speak to a I/DD Intake Clinician, Dennis Dowling (If Dennis is not available, ask for Krissy).
 - a. A brief screening report will be completed to collect demographic and diagnostic information.
 - b. If you do not have Medicaid, you will be denied and placed on a non-Medicaid wait list. If you are eligible, you may receive a letter in the mail that says you are eligible but cannot be authorized until you have Medicaid.
2. Proof documentation substantiating the developmental disability will be requested at the time of the Assessment appointment. Information may be faxed ahead of time directly to FAX# 616-855-5271; please note that this is highly encouraged.
 - a. If you do not have records, you will be denied and then advised to call back when you do have records to substantiate DD. You will then receive a Notice of Action form in the mail with appeal rights/instructions.
 - i. However, you can meet in person at Network 180 face to face in order to complete release forms etc. to see if you can obtain records if you are unable to.
 - ii. Network 180 must be sure to get records before/ahead of the assessment. Bring these records to the first assessment appointment. If you show up to the first assessment appointment without these records, the appointment will be cancelled.
3. The appointment will be scheduled with the I/DD assessment team for a full assessment. This team will make the final decision on eligibility.
 - a. A full Social Work Assessment will be completed
 - b. If determined eligible, the team will develop the IPOS and then refer a provider of your choice. This process can take up to a couple months to complete.

4. Network 180 Currently has 7 providers for you to choose from (see next page for contact information)
5. **If you are denied services, you have the right to appeal this decision.**



Role of the Supports Coordinator

You Choose Your Supports Coordinator

**Your Supports Coordinator's role is
to assist you through the Person-
Centered Planning (PCP) process
and on-going supports for your life
choices**

ASSESSING

You, your circle and your Supports Coordinator will identify your needs, determine how often you will receive the service/supports, and offer choice of who will provide the service.

PLANNING

You are the center of all planning for your life. You, your circle and your Supports Coordinator will:

- Develop a Pre-plan to identify how your Person-Centered planning meeting will go
- Complete your Individual Plan of Service
- The Supports Coordinator will work with you and your supports to make plans to assist in achieving your goals and desires

COORDINATING

You, your Supports Coordinator and/or an Independent Facilitator may facilitate meetings between you and your circle to accomplish desired goals. Some examples of coordination may include:

- Connect with community options to increase your natural support system
- Connect you with other professionals who will assess your needs and provide necessary services. This could be a psychiatrist, nurse, behavior specialist, occupational therapist, speech pathologist, or a physical therapist
- Coordinate with your primary care physician and dentist

LINKING

Your Supports Coordinator will help (or LINK) you to places in the community to help you meet your needs and goals. These could include Medicaid and non-Medicaid resources, such as: public transportation, Adult Foster Care, Housing, Department of Health and Human Services, Social Security Administration, Food Banks, Medical Supply companies, and much more.

MONITORING

You and your Supports Coordinator will:

- Make sure that the services and supports listed in your plan of service are being provided
- Monitor your progress toward the goals listed in your plan of service
- Monitor your health and safety
- Talk with you about your satisfaction with the quality of the services and supports you receive
- Work with you to change or update your services, supports, and plan of service, as needed (this may be more appropriately listed in another section)
- Meet face to face

CHOICE OF SUPPORTS COORDINATION PROVIDER/AGENCY OR SUPPORTS COORDINATOR

You have many options to choose from for your Supports Coordination services. When making this choice, here are some questions you may want to ask of the Supports Coordination Provider/Agency:

Basic Information—

- What is the mission/vision of the organization?
- How long has your organization been providing Supports Coordination?
- Will I be able to interview multiple Supports Coordinators to find the best fit?
- Do I have a choice of a male or female Supports Coordinator?
- Do I have the option of hiring my own Independent Supports Coordinator?
- What is the average caseload size for a Supports Coordinator?
- Are you able to meet me at the time and place I need to meet?
- What trainings, experience, and mentoring have your support coordinators had to support me or my family member?
- How do your Supports Coordinators address the needs and preferences of culturally diverse communities?
- What is your idea of what a Person-Centered Plan should look like?
- How do you educate and empower people and families about the support options that are available to them?
- How do you or your Supports Coordinators monitor the quality of supports received and work with the person and their support circle to ensure quality is achieved?
- How do you respond to issues/needs that occur after typical business hours?

You always have a choice of Supports Coordination services. You can request another available Supports Coordinator at any time. The next page provides contact information about the providers.

SUPPORTS COORDINATION INFORMATION

(Telephone number and website)

Hope Network616-248-5900 <https://hopenetwork.org/>

Community Living Services /616-430-8388 <http://www.comlivserv.com/>
Independent Supports Coordination

MOKA 616-242-6450 <http://moka.org>

Network180616-336-3909 <http://network180.org/>

Pine Rest 616-455-5000 <https://www.pinerest.org/contact-us/>

Spectrum Community Services 616-241-6258 <http://www.spectrumhuman.org/>

Thresholds616-455-0960 <http://threshnet.org/>

Independent Facilitation – an option to have an independent facilitator as chosen by you
for your Individual Plan of Services (IPOS).

Here is the website of this option and further information:
<http://www.lsre.org/independent-facilitation2>

Supports Categories

Workforce Supports

Skill Building:

Focus is on work preparatory skills, not job specific skills. Staff will not teach consumers how to clean out the shake machine at McDonald's, but rather teach consumers the skills such as social (how do you talk to co-workers or your boss), attendance, completing tasks, problem solving, work safety, attention span and motor skills needed for the work environment.

Supported Employment:

Supported/Integrated Employment Services:

- Job development (this would be indirect staff time)
- Assistance for obtaining and maintaining paid employment that would otherwise be unachievable without such supports (job placement)
- Initial and ongoing supports after a person gets a job (job coaching)
- Assistance with consumer-run business
- This service must be provided in integrated work settings where the beneficiary works alongside people who do not have a disability

Community Living Supports (CLS)

Below is a list of Community Living Support Categories that you can explore for your self-direction and use within your Person Centered Plan.

Community Living Supports for meal prep, laundry, household care, ADLs and shopping is only available if needs exceed the state plan coverage. If assistance in these areas appear to be needed, the person must apply for Home Help and/or Expanded Home Help.

Meal Preparation:

- Support with planning menus (teaching diets, balanced meals, etc.)
- Preparing food
- Safe food storage
- Kitchen clean-up

Laundry:

- Sorting clothing
- Use of detergent, softener, bleach
- Washing/Drying clothing (including mechanical operation of machines)

Routine, Seasonal, and Heavy Household Care and Maintenance:

- Routine household care
- Maintenance (smoke detectors, vacuum cleaner bags, canisters, shoveling, ice management, seasonal household needs, etc.)

Activities of Daily Living (Hygiene/Grooming, Bathing, Toileting, Eating, Dressing, etc.):

- Assistance and training on personal appearance
- Assistance and training on proper oral hygiene
- Assistance and training on personal hygiene (bathing, grooming, feminine hygiene)

Shopping for Food and Other Necessities of Daily Living:

- Support with grocery shopping, household supplies, and other necessities
- Sale ads, coupons, price comparisons, shopping within budget, coordinating list for items needed, etc.

Money Management:

- Budgeting instruction (including personal allowance)
- Bill paying support
- Savings for debt management
- Fiscal responsibility training related to purchases (cell phones, cars, electronics, clothing, social activities, vendors)
- Does not include the individual's Rep Payee financial supports
- Purchasing or acquiring goods that are not specifically identifies in the area of shopping or non-medical care

Non-Medical Care that Does Not Require Nurse or Physician Intervention (Including Medication Management):

- Instruct dietary plans, preparation of special diets
- Professional plans (Occupational Therapy (OT), Physical Therapy (PT), Behavioral Support Plan (BSP), etc.) with recommendations for goals
- Teaching the recognition of psychiatric signs and symptoms
- Identifying medication side effects, ordering, storage, and administering medications
- Reminding, observing, and/or monitoring of medication administration for the individual's assessed needs
- Instruction and/or support is needed for following and improving health related practices, including but not limited to: following a diet plan (such as for diabetes), exercise or range of motion plan, or participating in psycho-education about a disorder of anxiety or mood

Transportation:

- Develop skills in accessing and using transportation
- Transportation may be a factor in assessing other needs but shall not be the sole factor
- Transportation for appointments are excluded

Attendance and Participation at Behavioral Health and Medical Appointments:

- Educate about the use of the health care system
- Office appointments, E.R., med centers, health department, Planned Parenthood, etc.
- Communication with doctors, understanding doctors' orders and treatment plans, explaining symptoms or experiences with medical professionals, medical advocacy for professionals

Socialization and Relationship Building for the Purpose of Community Participation:

- Instruct in social skills with community members or peers
- Modeling social interactions, social stories, greetings for the community or peers
- Model social interactions, appropriate boundaries, and behavior for community norms
- Crisis planning (behavior plans, environmental and community safety)
- Assistance in acquiring the skills necessary to volunteer in the community

Leisure/Recreation Choice and Participation in Regular Activities for the Purpose of Community Participation:

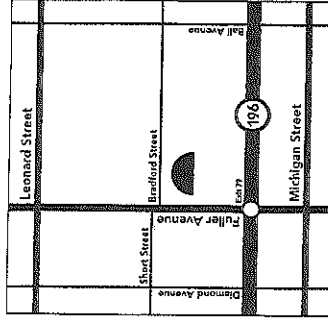
- Participation in community activities and recreation (must be assessed in the individual's Individual Plan of Service (IPOS), similar service cannot be provided by a natural/community support, must be limited to attaining sufficient functioning as demonstrated by the individual's scope of CLS services e.g. attending classes, concerts and events in a park, voting)

Preserving Health/Safety of the Individual (High Medical Needs/Behavioral Support Needs):

- Assistance with appointments
- Take home assignments
- Prompts for positive behavior as it relates to community integration (no formal behavior support plan)
- Self-Tracking of health/safety goals
- Define supervision, side by side support to utilize coping skills, minimize wandering, maintain appropriate boundaries

If you are currently a mental health services recipient and would like to apply for Adult Respite Services, contact your supports coordinator to request the services.

If you are not currently a mental health services recipient, contact the network180 access center at 616.235.6604 to apply.



The network180 access center
790 Fuller Avenue NE
Grand Rapids, MI 49503
Telephone 616.336.3909
Toll Free 1.800.749.7720

Administration & Training
Telephone 616.336.3765

Adult Respite Services

Adult Respite Services

Respite services refers to a temporary break from the responsibilities of being the primary caregiver of a person with a developmental disability. Through Adult Respite Services, we make it possible for caregivers to receive some relief from the ongoing demands of providing care for their family member with a developmental disability.

Eligibility criteria

The person must have a developmental disability and show a need for respite services in order to be eligible for Adult Respite Services. Adult Respite services are a Medicaid billable service, therefore you must be actively receiving Medicaid to receive respite services. All Adult Respite service recipients are assessed an Ability to Pay annually for services as mandated by The Michigan Department of Community Health.

Respite services are not "day care" or "after school care" services. Respite is not to be used when the parent caregiver is working.

Adult Respite Service Options

Out of Home options:

The out of home options allow for the caregiver to get a break from care giving while their loved one stays in a setting outside of the family home.

- Adult Foster Care Home: overnight or drop-in care
- Licensed Camp settings: overnight, day camp and drop-in respite.
- Drop-in care is less than 24 hour care

In-home option:

- In-Home Trained Respite Aide
- The In-Home aide option allows for the caregiver to get a break from care giving while the aide either cares for their loved one in the home or in the community.

In-Home aides are employed by a contract agency of network180. The contract agency is able to consider family/friends for employment as an In-Home Respite Aide for your loved one, if the person applying meets the hiring requirements. Those requirements include:

Background and driving record check, drug/TB screen and 32 hours of orientation/trainings. The trainings are provided by network180 and include Recipient Rights, CPR/First Aid, Basic Medications, and Positive Behavioral Supports. Contact Thresholds for an employment application, if applicable.

All of the options are also available through self-determination arrangements.

network180 Adult Respite Program Staff

Cindy Sharpe

DD Adult Respite Administration
Contract Manager

[REDACTED]

The respite staff oversee the respite budget and coordinate with respite providers who deliver services to families. They also work closely with network180 panel provider Supports Coordination agencies to access Adult Respite services through an eligibility/allocation process at the time of the planning meeting or when a need occurs. The Adult Respite Administration Contract Manager is also able to accommodate requests for Respite Only services if no other mental health services are requested or needed.



Know What and How to Ask for It

When it comes to requesting CLS, your Supports Coordinator should provide very little input with respect to your Person-Centered Plan. Your Supports Coordinator and staff can only assist you in achieving your goals, they cannot identify your goals for you.

Words to Use that Reinforce Your Primary Role in Your PCP (For Home Help and/or CLS services):

- Assisting
- Observing
- Prompting
- Guiding
- Reminding
- Training
- Cueing
- Support

Example: My staff is responsible for *training* me in meal prep. My staff is responsible in *prompting* me to brush my teeth.



Process for Using an Independent Facilitator

1. Supports coordinator/case manager presents option of using an independent facilitator for development of an individual's person-centered plan or individual plan of service prior to the pre-planning meeting (best practice).
2. Supports coordinator/case manager assists the individual/family member in choosing an independent facilitator by going to the Lakeshore Regional Entity (LRE) website <http://lsre.org>
3. On the LRE website, go to the independent facilitator tab under "About".
4. Select the name of the county.
5. A list of independent facilitator names will come up who provide services in that county.
6. Click on the name of the person, and the biography and contact information will be provided.
7. The supports coordinator/case manager confirms the selection of the independent facilitator with individual/family/guardian.
8. Supports coordinator/case manager contacts the independent facilitator and invites them to the pre-plan meeting.
9. Supports coordinator/case manager completes the agency's pre-planning form, and provides a copy to the independent facilitator prior to the person-centered planning meeting.
10. Supports coordinator/case manager contacts Wayne State University Developmental Disabilities Institute with the name of the independent facilitator, and the date for the person-centered planning meeting. This is for WSU-DDI staff to complete a fidelity review of the independent facilitator. If WSU-DDI staff cannot attend the planning meeting, go ahead and have the planning meeting using the independent facilitator's services.

Contact information for WSU-DDI:
Elizabeth Janks – Elizabeth.Janks@wayne.edu
Angela Martin – Angela.Martin@wayne.edu

11. At the pre-planning meeting, roles and responsibilities are agreed to between the individual, supports coordinator/case manager, and independent facilitator (meeting location, refreshments, invitations, etc.).
12. The independent facilitator facilitates the person-centered planning meeting, and takes notes that will assist the supports coordinator/case manager in writing the person-centered plan.
13. The independent facilitator provides a copy of the notes to the supports coordinator/case manager within two days of completion of the person-centered planning meeting.
14. The supports coordinator/case manager also completes notes during the person-centered planning meeting for development of the person-centered plan or individual plan of service.
15. The supports coordinator/case manager is responsible for writing the person-centered plan or individual plan of service, obtaining necessary signatures, and providing a copy to the individual, family, and all service providers for the individual.
16. The independent facilitator gives a copy of the beneficiary satisfaction survey to the individual/family/guardian for completion. This can be returned to the independent facilitator who will forward this on to the LRE or the independent facilitator provides a self-addressed stamped envelope with the address of the LRE.
17. The independent facilitator provides an invoice to the LRE for payment of services. Reporting requirements are also specified in the contract between the independent facilitator and the LRE.
18. The independent facilitator conducts a post plan interview with the individual within 45-days after the submission of the planning process materials to determine if the individual's dreams, goals and objectives are reflected in the developed Person-Centered Plan.

Independent Facilitators of the Kent County Area

Mary Bouwhuisv

Phone Number: 616-389-2734

Email: mbouwhuis@hopenetwork.org

Organization: Hope Network Behavioral Health Services

Counties Serving: Allegan, Kent, Muskegon, Ottawa (primarily Grand Rapids area)

Time of Day: Days from 9:30 A.M. – 6:00 P.M.

Patt Clement

Phone Number: 616-588-1986

Email: patt@arckent.org

Organization: The Arc Kent County

Counties Serving: Kent, Lake, Mason, Oceana

Time of Day: Monday – Friday from 8:00 A.M. until 5:00 P.M. (willing to negotiate other times with the individual and/or family)

Tammy Finn

Phone Number: 616-459-3339

Email: tammy@arckent.org

Organization: The Arc Kent County

Counties Serving: Kent, Lake, Mason, Oceana

Time of Day: Days and some evenings (time is flexible)

Sandra Keirnan

Phone Number: 616-392-3325

Email: keirnan_sm@hotmail.com

Organization: Ottawa County Community Mental Health Advisory Committee, Oasis Parent group, Co-founder of Down Syndrome Association of West Michigan

Counties Serving: Allegan, Kent, Ottawa

Time of Day: Days and/or evenings

Timothy Krauss

Phone Number: 616-389-2834

Email: tkrauss@hopenetwork.org

Organization: Hope Network Behavioral Health Services, Pivot Crisis Home, Our Place

Counties Serving: Allegan, Kent, Muskegon, Ottawa

Time of Day: Mondays 10:00 A.M - 4:30 P.M. Saturday & Sunday (some) 10:00 A.M. -5:00 P.M.

Gail Marsh

Phone Number: 616-901-1411

Email: gtmarsh1@comcast.net

Counties Serving: Kent, Muskegon, Ottawa

Time of Day: Flexible

Debbie Rock

Phone Number: 616-588-1988

Email: debbie@arckent.org

Organization: The Arc Kent County

Counties Serving: Kent, Lake, Mason, Oceana

Time of Day: Days and possibly some evenings

For more information about independent facilitation and available independent facilitators, visit: <http://www.lsre.org/independent-facilitation2>

Housing Resources

The Arc Kent County

<http://www.arckent.org>

Address: 2922 Fuller Ave NE #201

Grand Rapids, MI 49505

Phone: (616) 459-3339

E-mail: info@arckent.org

Dwelling Place

<http://www.dwellingplacegr.org/>

Address: 101 Sheldon Blvd. SE, Suite 2

Grand Rapids, MI 49503

Phone: (616) 454-0928

Grand Rapids Housing Commission

<http://grhousing.org/>

Address: 1420 Fuller Avenue SE

Grand Rapids, MI 49507

Phone: (616) 235-2600

Heritage Hill Association

<http://www.heritagehillweb.org/properties/>

Phone: (616) 459-8950

Email: heritage@heritagehillweb.org

Inner City Christian Federation (ICCF)

<http://iccf.org/properties/>

Address: 920 Cherry Street SE

Grand Rapids, MI 49506

Phone: (616) 336-9333

Low Income Housing Authority

http://lowincome.org/find_apply_low_income_housing.html#.WKXqLIErLcs

Email: info@lowincome.org

Michigan State Housing Development Authority

http://www.michiganhousinglocator.com/Tenant/tn_Results.aspx

Phone: (866) 466-7328

Network180

<https://www.network180.org/en/developmental-disabilities/support-a-services/community-housing-resources>

Phone: (616) 336-3909

**If you are a part of Network180 and utilizing their agencies, they can help provide and assist with housing information.*

OASIS Community of Western Michigan

<http://oasiscommunity.info/who-we-are-our-vision-and-mission/alternative-housing/>

Phone: (616) 340-9627

(616) 212-6833

Rent GR

<http://rentgr.homemi.net/RentGR/default.aspx>

Email: info@rentGR.com

Salvation Army

Social Services of Kent County

<https://sasocialservices.org/wmnisocialservices/housing-services>

Address: 1215 East Fulton

Grand Rapids, MI 49503

Phone: (616) 459-9468

Email: hapintake@usc.salvationarmy.org

Social Activities/Resources

Adaptive and Wheelchair Ballroom Dancing

Address: 4335 Lake Dr.
Grand Rapids, MI 49534
Phone #: (616) 840-8356
Email: sports@maryfreebed.com

Adaptive Yoga Class

Address: 5500 Burton St. SE
Grand Rapids, MI 49546
Phone #: (616) 840-8356
Email: sports@maryfreebed.com

AmTryke, LLC

Address: PO Box 5127
High Point, NC 27262
Phone #: 1-800-838-1845 x116
Email: amtryke@ambucs.org
Website: www.ambucs.org or www.amtrykestore.org

Arts in Motion (AIM)

Address: 147 Diamond Ave. SE
Grand Rapids, MI 49506
Phone #: (616) 446-7452
Website: <http://www.artsinmotionstudio.org>

Artist Creating Together (ACT)

Address: 1140 Monroe Ave. NW Suite 4101
Grand Rapids, MI 49503
Phone #: (616) 885-5866
Website: <http://www.artistscreatingtogether.org/>

Bethesda Farm

Address: 12085 60th Ave
Allendale, MI 49401
Phone #: (616) 318-8393
Email: john@bethesdafarm.org
Website: <https://www.bethesdafarm.org/>

Buddy Up Tennis

Address: 115 Crahen Ave. NE
Grand Rapids, MI 49525
Email: grandrapids@buddyuptennis.com
Website: <http://buddyuptennis.com/buddy-up-location-grand-rapids-michigan/>

Canonsburg Challenged Ski Association (CCSA)

Address: 6800 Cannonsburg Rd.
Belmont, MI 49306
Phone #: (616) 874-3060
Website: <http://www.skiccsa.org>

Equest Center for Therapeutic Riding, Inc.

Address: 3777 Rector Ave. NE
Rockford, MI 49341
Phone #: (616) 866-3066
Fax #: (616) 863-6460
Website: <http://www.equestcenter.org>

Equine Assisted Development

Address: 3220 32nd St.
Kentwood, MI 49512
Phone #: (616) 318-4919
Website: <http://www.eadgl.org/>
Email: debvbead@yahoo.com

Grand Rapids Eagles Disabled Sports Team

Address: 2295 Schimperle Dr. NE
Grand Rapids, MI 49525
Phone #: (616) 361-7142
Email: emvanderzwaag@yahoo.com

IKUS – Indian Trails Camp/Camp ALEC

Address: O-1859 Lake Michigan Dr.
Grand Rapids, MI 49534
Phone #: (616) 677-5251
Fax #: (616) 677-2955
Website: <http://www.ikuslife.org>
Email: info@ikuslife.org

Karin's Horse Connection at Legacy Stables

Address: 8001 Patterson Ave. SE
Caledonia, MI 49316
Phone #: 616-570-1106
Website: <http://www.karinshorses.com>
Email: legacystables.karin@gmail.com

Kentwood Parks & Recreation Department

Address: 355 – 48th Street SE
Kentwood, MI 49548
Phone #: (616) 656-5270
Website: www.yourkprd.org

Mary Free Bed Wheelchair & Adaptive Sports Program

Address: 235 Wealthy St. SE
Grand Rapids, MI 49503
Phone #: (616) 840-8356
Website: [http://www.maryfreebed.com/rehabilitation/wheelchair-adaptive-sports/](http://www.maryfreebed.com/rehabilitation/wheelchair-adaptive-sports/sports@maryfreebed.com)
Email: sports@maryfreebed.com

Sensory Friendly Movies @ Celebration! Cinema

Website: <http://www.celebrationcinema.com/sensoryshowtimes>

Special Olympics Michigan Area 11

Address: 1239 76th Street SW, Suite E
Byron Center, MI 49315
Phone #: 616-583-1202
Website: www.somi.org/area11.org
Email: area11@soi.org

YMCA Mary Free Bed

Address: 5500 Burton Street SE
Grand Rapids, MI 49546
Phone #: (616) 2859077
Website: <https://www.grymca.org/mary-free-bed-ymca/overview/>

YMCA Spartan

Address: 5722 Metro Way
Wyoming, MI 49519
Phone: 616-855-5500
Website: <https://www.grymca.org/spartan-stores>
Email: information@grymca.org

Transportation Resources

The Rapid

<http://www.ridetherapid.org>

Address: 300 Ellsworth SE
Grand Rapids, MI 49505

Phone: (616) 776-1100

- Travel Training
 - Sarah Green: sgreen@ridetherapid.org
 - 616-456-7514
- Phone Apps
 - MOOVIT
 - TRANSIT
 - MYSTOP
 - RIDESCOUT
 - TRANSIT
- GO!BUS: 616-456-6141
- Reduced Fare Card
- PASS

Find Your Ride

<http://www.lakeshoreRIDElink.org>

<http://www.kentRIDE.org>

<http://www.muskegonRIDE.org>

Wheels To Work

Wheels To Work Customer Care

Phone: (616) 243-0876

Non-Emergency Medical Transportation Services

If you have a Medicaid card – use the transportation number on the back of the card

- Department of Health and Human Services (DHHS)
Contact your local office:
Kent County DHHS
121 Franklin St SE
Grand Rapids, MI 49507
- For referrals to DHHS contact Jenny Markel 616-949-1100 to complete the application

Who to Call

American Diabetes Association	616-458-9341
Arbor Circle	616-456-6571
ARC Kent County	616-459-339
Autism Society of Kent County	616-752-8577
Bethany Christian Services	616-224-7550
Children's Special Health Care Services Kent County	616-632-7066
Citizen Alliance to Uphold Special Education (CAUSE)	616-455-8719
Community Resources & Referrals	2-1-1
Cystic Fibrosis Foundation	800-968-7169
D.A. Blodgett	616-451-2021
Deaf and Hard of Hearing Services	616-732-7358
Department of Human Services Kent County	616-248-1000
DHS Abuse & Neglect Reporting	855-444-3911
DHS Domestic Violence Helpline	800-799-7233
DHS Tuition Incentive Program	888-447-2687
Disability Advocates of Kent County	616-949-1100
Easter Seals- Michigan	800-757-3257
Epilepsy Foundation Michigan	616-454-7979
Family Outreach Center	616-247-3815
Kent County Health Department	616-632-7100
Learning Disability Association of Michigan	517-319-0370
March of Dimes Grand Rapids	616-247-6861
Medicaid Customer Help	800-642-3195

Michigan Assistive Technology Resource (MATR)	800-760-4600
Michigan Protection and Advocacy	800-288-5923
Michigan Rehabilitation Services	616-242-6450
Muscular Dystrophy Association	616-459-4410
National Suicide Hotline	800-784-2433
Network 180	866-411-0690
Partner for Prescription Assistance	888-477-2669
Pine Rest	616-455-9200
Poison Control (Emergency)	800-222-1222
Social Security Administration	877-319-5710
Special Olympics	616-583-1202
Spina Bifida Association	800-621-3141
Ticket to Work	800-605-6227
United Cerebral Palsy Association of Michigan	800-828-2714
Wedgewood Christian Services	616-942-2110