

# Individualized Funding



[www.communitylivingbc.ca](http://www.communitylivingbc.ca)

## What is individualized funding?

Individualized Funding (IF) assists individuals to participate in activities and live in their communities in the way that works best for them. IF enables individuals to use money allocated to them by CLBC to create new, innovative service options and to make individual choices about how the supports and services they require are provided.

Any adult who is eligible for CLBC-funded services is eligible for IF. The amount of funding you can receive is based on your disability-related needs, the estimated cost of the supports you need, and CLBC's financial resources. If CLBC does not have available funds, you may receive part of your request, be offered an existing service or be placed on a waitlist.

If your request is approved and funded, you will be able to purchase supports that enable you to live in your community or help you find a job.

Individualized Funding must not be used to increase the personal income of an individual or family. It does not cover costs related to medical supplies or equipment, home renovations, electronic equipment or leisure, recreation and personal or family costs.

## How do I start?

Your first step is to contact a facilitator at your local Community Living Centre. A facilitator will explain how CLBC manages and prioritizes requests for funding and will talk to you about whether or not you will need to develop an Individual Support Plan. If you are already receiving CLBC-funded supports, a facilitator will work with you and a quality service analyst

to confirm the possibility of moving funding to IF. If some or all of your funding can be moved, a facilitator will assist you to develop or modify your plan to request a change to IF. A quality service analyst will review this request and determine the level of support you will receive.

## Who will arrange for my supports?

With IF, you can determine and arrange your own supports. You, or the person assisting you (your agent), might hire people directly to help you or you may work with a Host Agency that will help choose and hire people to support you. You, your agent, or the Host Agency must be the employer or contractor of the people who provide your direct support. Sub-contracting is not an option for IF.

## What is Direct Funding?

Direct Funding is an IF payment option where money is paid directly by CLBC to you or your agent for the purchase of supports and services agreed to by you, your agent, and CLBC.

You do not have to manage Direct Funding alone, but you must be able to demonstrate that you have chosen a friend, family member or representative who can act responsibly on your behalf and manage the money.

## What responsibilities will I have if I choose Direct Funding?

You or your agent will manage the funds, arrange for the supports you need, pay your employees, and report to CLBC on how you spend the money. You will likely have the legal responsibilities of an employer if you use the money to pay support workers.

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It is your responsibility to manage the services within the amount of money approved in your Direct Funding agreement. There is no provision for over-expenditures. If you spend more money than CLBC has agreed to fund, you will need to cover the additional costs from your personal funds.

CLBC could ask you to repay funds if you do not spend the money on the supports agreed to, or in a way that does not meet the conditions of the agreement, or if you did not require the full amount.

### How does it work with a Host Agency?

A Host Agency is an agency approved by CLBC that you select to administer the money allocated to you by CLBC. The Host Agency works with you to arrange and manage the supports you require. This option gives you the benefits of Individualized Funding, but with less responsibility for paperwork and record-keeping.

You should identify in your plan which service provider you would like to use. A facilitator will be able to provide the names of CLBC-approved Host Agencies in your community.

### Which payment option is best?

You can choose the payment option that works best for you. If you choose Direct Funding, you and CLBC must agree that you or your agent on your behalf, are able to manage this responsibility. If it appears that it would be difficult for you or your agent to manage the funds, CLBC will assist you to work with a Host Agency.

### Who will monitor the quality of my supports and services?

If you are receiving Direct Funding, you and/or your agent are responsible for ensuring the services you are purchasing are appropriate and effective. If you receive Host Agency Funding, the Host Agency, as well as you, your family or your personal network will ensure that the services you are purchasing are appropriate and effective in meeting your needs.

### What if I want to change the staff supporting me?

Because you arrange your own supports, you and the person helping you can make that change. If you receive Direct Funding, you need to ensure that you follow the Employment Standards Act. If you receive Host Agency Funding you need to ask your Host Agency to help you.

For more information on Individualized Funding, please contact your local CLBC Community Living Centre. The contact information is available at [www.communitylivingbc.ca](http://www.communitylivingbc.ca) under [Your Community > Community Contacts](#).