



Policy Number: SE4.031	Policy Section: Supports and Services	Effective: June 1, 2009 Amended: May 20, 2020
Title: Individualized Funding Policy		Executive Sponsor: Vice President, Regional Operations

1. PURPOSE

This policy describes Individualized Funding and how to request an Individualized Funding payment option. It also outlines the information that CLBC facilitators provide to individuals and families to assist them to choose the most suitable Individualized Funding payment option.

The *Individualized Funding Policy* should be reviewed together with the *Direct Funding Policy – Individualized Funding* and the *Host Agency Policy- Individualized Funding*. These policies and related tools and procedures, are applied together as one set of guidance to support an integrated approach to Individualized Funding.

2. DEFINITIONS

Agent: A person who acts on behalf of the individual in relation to a Direct Funding or Host Agency Funding Agreement. An individual can act as his/her own agent.

Catalogue of Services (COS): The list of services funded by CLBC as well as associated parameters that relate to disability-related needs and the amount of service that can be provided.

Contracted Services: Supports and services managed by CLBC and funded through contracts between CLBC and service providers.

Direct Funding: An Individualized Funding payment option whereby funds allocated by CLBC are paid to an individual or his/her agent for the purchase of individualized supports and services.

Host Agency: An agency that is approved by CLBC to administer Host Agency Funding agreements.

Host Agency Funding: An Individualized Funding payment option whereby funds allocated by CLBC for the purchase of individualized supports and services are paid by CLBC to a Host Agency selected by the individual and/or agent.

Individual: A person 19 years of age or older who is eligible for CLBC services, as described in the *Eligibility Policy*.

Personal Summary: A document created by a youth or adult and their family, with support from others as needed, that helps CLBC and other planning partners get to know who the person is, what is important to and for them and, where relevant, their support requirements. It can assist CLBC and others with planning, and with gathering information to complete assessment documents required to request support and/or funding through CLBC. The document is the individual and/or family's personal property.

Representation Agreement: A legal plan that states who an individual gives authority to if he/she needs assistance managing his/her affairs. A Representation Agreement can cover financial and legal matters and health and personal care matters.

Request for Service List: A report that identifies current requests for service from individuals and/or their families.

3. POLICY

Individualized Funding enables individuals and families to create new, innovative service options that support individuals to live in inclusive communities. Through Individualized Funding, CLBC provides flexible, person-centred, self-directed payment options that allow individuals and families to arrange and manage the supports and services they require to meet disability-related needs. Individualized Funding is available through Direct Funding or Host Agency Funding payment options.

Individualized Funding is used to purchase supports and services for the individual as agreed to by the individual, agent and CLBC. The agent and/or Host Agency are responsible for ensuring that the supports and services purchased with these funds comply with CLBC policies and program standards. The agent or Host Agency employs or contracts directly with all support workers or caregivers. Agents or Host Agencies cannot sub-contract with an agency or organization to hire support workers on their behalf.

Individualized Funding is available for new supports or services or as an alternative to existing contracted services. Individualized Funding cannot be used to purchase spaces in or to expand existing group programs that are already paid for by CLBC. Individuals and families can select a combination of options including Direct Funding, Host Agency Funding and/or contracted services. Host Agency Funding is only available as a payment option when the allocated funding is over \$6,600.00 per year. Individuals and families who receive Direct Funding or Host Agency Funding can request a change to contracted services or the other Individualized Funding payment option.

The amount CLBC allocates to an individual is based on the individual's disability-related needs, the estimated cost of the needed supports, and CLBC's financial resources. The types of supports and services CLBC funds are described in the *Catalogue of Services*. When CLBC does not have funding available, requests for new or increased Individualized Funding are managed and prioritized in accordance with the *Request for Service Policy*.

4. PROCEDURES

4.1 Individuals and families who are interested in learning about or requesting Individualized Funding contact their local CLBC office. A facilitator provides information to the individual and family about Individualized Funding to assist them in deciding which Individualized Funding payment option will best meet their needs.

4.2 The types and amount of supports and services available to individuals and families through Individualized Funding are consistent with what other individuals with similar levels of disability-related needs receive based on the *Catalogue of Services*. CLBC does not provide funds for supports or services that fall under the mandate of other government bodies or programs such as health services or income assistance.

4.3 Requests for services to be funded through Individualized Funding are managed and prioritized in the same way as all other requests for CLBC funded supports and services as outlined in the *Request for Service Policy*. When an individual and family requests an Individualized Funding payment option a Personal Summary must be completed to support this request, as outlined in the *Support and Planning Policy*. If an individual and their family requests Direct Funding over \$6,600.00 per year, they must also complete the *Individualized Funding – Direct Funding Standard Addendum* in addition to the Personal Summary with the assistance of a facilitator. If an individual and their family is requesting Direct Funding of less than \$6,600 per year, the *Individualized Funding – Direct Funding Standard Addendum* is not required.

4.4 Facilitators ensure that individuals and families interested in Direct Funding understand that the individual's agent is responsible for assuming the financial, managerial, administrative and legal responsibilities associated with being an employer as outlined in the *Direct Funding Policy – Individualized Funding*.

4.5 Facilitators inform individuals and families who express an interest in Direct Funding of more than \$6,600.00 per year that their agent must be able to:

- a) Demonstrate his/her ability to fulfill the responsibilities of an agent including the ability to arrange and manage the individual's supports and services
- b) Confirm his/her financial eligibility including completion of a credit check by CLBC for funding amounts of over \$25,000.00 per year
- c) Submit a Representation Agreement or other documentation to show that they can legally act on behalf of the individual prior to the approval of Direct Funding requests over \$6,600.00 per year. Individuals or families requesting information about Representation Agreements can be directed to the Nidus Personal Planning Resource Centre and Registry. (www.nidus.ca).

5. PRACTICE

5.1 Facilitators play an important role in helping individuals and families explore how they can use Individualized Funding to develop innovative and creative person-centred support options that assist individuals to achieve their goals and dreams.

6. REFERENCES

Guidance for Staff

Catalogue of Services

Direct Funding Policy – Individualized Funding

Direct Funding Procedures Guide for Facilitators and Analysts

Eligibility Policy

Host Agency Funding Policy – Individualized Funding

Host Agency Funding Procedures Guide for Facilitators and Analysts

Planning with People: Practice Guidance for CLBC Staff

Request for Service Policy

Service Provision by Family Members Policy

Support and Planning Policy

Resources for Individuals and Families

Guide to Individualized Funding

Individualized Funding – Direct Funding Standard Addendum

Individualized Funding Fact Sheet

Nidus Personal Planning Resource Centre and Registry (www.nidus.ca)

Managing the Money - Direct Funding Simplified

Managing the Money - Direct Funding Standard

Personal Summary