

## Person Centred Society

**Community Living British Columbia (CLBC) provides supports and services to eligible adults and their families. A Person Centred Society is a small non-profit society that acts as a circle of support for someone. A Person Centred Society may receive funding directly from CLBC to provide services, or they may exist without receiving CLBC funding. This information sheet answers some common questions about a Person Centred Society.**



### What is a Person Centred Society?

A Person Centred Society (PCS) is a small non-profit organization that is created to provide a circle of support for a single person and is governed by the BC Societies Act.

A PCS has a Board of Directors with a minimum of three people who bring a variety of skills, experience and community connections. The PCS will help guide and support the person in achieving their goals and disability related needs by doing things like:

- Helping plan for the future
- Advocating for what the person needs
- Managing the funding for a person's services
- Acting as an employer for a person's services
- Connecting a person to the broader community
- Monitoring services to ensure their personal safety, applicable laws are followed, and their needs are being met

A person eligible for CLBC with an established PCS can request services to be delivered in two ways, either:

- Directly through the PCS or
- By having CLBC contract with a service provider.

Some Person Centred Societies don't manage funds or services directly but act as an advisory group to help with life choices, support, and planning. Person Centred Societies that receive funding directly from CLBC hire people to provide services.

### What is a Microboard™?

Microboard is a type of PCS developed in partnership with Vela. It is trademarked using the ™ to indicate that it is the only type of PCS that is under Vela's umbrella of supports, and that a PCS using the term Microboard meets their requirements. A Microboard requires a minimum of five people to sit on the Board of Directors and must follow Vela's guiding principles in addition to fulfilling CLBC requirements.

Vela is a non-profit that assists people with disabilities and can help you and your support network form a Microboard.

## How do I form a PCS?

If you would like to start your own PCS, you will need a group of at least three people to form a Board of Directors. Board members should be people who know you and are committed to helping you. They will need to register your PCS with the BC Registrar Office. If you are interested in setting up a Microboard you need to contact Vela. You can also contact Vela to learn more about Person Centred Societies in general.

## What if my PCS wants to manage my funding directly?

As with all CLBC funded services, requests for services or funding must be planned for. A PCS, including a Microboard, needs to submit an Application for the Delivery of CLBC Services through a Person Centred Society (PCS Application). If your PCS receives funding to deliver and manage services, it must follow federal and provincial laws related to being an employer and comply with CLBC policies and standards. These requirements are outlined in the Person Centred Society contract signed between CLBC and the PCS.

## Can my PCS manage any type of service?

A PCS can manage most of the supports you are approved to receive through CLBC funding, except for:

- Staffed Living
- Communication and Behavioural
- Psychological
- L.I.F.E.

## What if I already receive CLBC funded services?

A PCS can apply to receive funding to manage your services with a few service category exceptions. Your PCS cannot use money that CLBC provides to purchase new spots in services that are already funded by CLBC.

It is the responsibility of your PCS to manage services within the budget approved in your Person Centred Society contract with CLBC. If you spend more than the funding amount outlined in your contract, you will need to cover the additional costs from your personal funds.

CLBC may ask you to repay funds if:

- They are not used for the agreed supports
- They are spent in ways that don't meet the contract conditions, or
- You did not need the full amount.

## What if my PCS does not want to manage my funding?

A PCS can support you without having to manage the funding you receive from CLBC. You can access services directly through a CLBC funded service provider, or through Individualized Funding which your agent will manage on your behalf. For more information about Individualized Funding refer to the Information for Families sheet on Individualized Funding.

## Who will monitor the quality of the supports and services that I receive?

If your PCS receives funding directly, it must make sure the services provided are right for you and work well. Each year, your CLBC Analyst will check in with your PCS to ensure your safety and that they are following the terms and conditions of their contract with CLBC.

## What responsibilities does a PCS have?

If your PCS delivers and manages funding on your behalf, they will need to:

- Arrange for the supports and services you need.
- Pay the employees and/or contractors hired to deliver your supports and services.
- Report to CLBC on how the money was spent.
- Follow relevant CLBC policies (for example, the Criminal Record Check Policy: Service Delivery) and standards.
- Comply with legal responsibilities related to being an employer such as relevant employment and income laws.

## Can I pay the Board of Directors on my PCS? What about immediate family members?

No. A Person Centred Society's Board of Directors may not be paid. If an immediate family member (for example, spouse, child or parent) wishes to provide service, they must apply for an exception under CLBC's Service Provision by Family Members Policy.

## ➤ How to get started

If you would like your PCS to manage your CLBC services, or if you'd like to explore all your service delivery options, there are many ways to get started.

- Contact your local CLBC office. They can provide you with the PCS Application and support you with the application process. Office locations and contact information is located on CLBC's website.
- Contact your CLBC Facilitator and ask them about your funding options and if a PCS is an option for you.
- For youth who are already accessing Ministry of Children and Family Development (MCFD) supports, your first step is to contact your MCFD worker for assistance with transitioning to CLBC.
- Contact Vela directly if you are interested in setting up a Micoboard or about Person Centred Societies in general.

## ➤ Vela Canada

To contact Vela, visit [velacanada.org](http://velacanada.org) or call 604-539-2488.

