

Stark County Board of Developmental Disabilities

Policy 2.28 Enabling Community Employment Through Transportation Support	Effective: 1/19/18
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ENABLING COMMUNITY EMPLOYMENT THROUGH TRANSPORTATION SUPPORT

POLICY

Stark County Board of Developmental Disabilities (SCBDD) is committed to providing services in a manner that respects the objectives of Employment First. Employment First is founded on the belief that community employment is the first and preferred option for all people with developmental disabilities. To that end, SCBDD boasts a history of aggressively offering community employment services and inviting individuals to adopt that vocational vision as their own.

Roughly three fourths of the individuals participating in community employment are enrolled on Level One (HCBS) Medicaid Waivers. Many, however, are not because they do not qualify for adult services refinancing or do not meet the necessary level of care required for enrollment. Those enrolled on waivers have access to non-medical transportation services which can be used to pay for transportation to and/or from work.

Individuals working in the community who are not enrolled on waivers do not have funded transportation. For many, this does not represent an obstacle. This is often because they drive independently, have family who provide transportation, or can utilize public transportation. However, some do not have any of these resources or opportunities.

Therefore, SCBDD has developed a protocol to allow individuals whose ability to work is jeopardized because they do not have access to transportation, to be referred for consideration of support. This referral process begins with an assessment by the SSA Department and concludes with a recommendation about the type of support that can resolve the issue. The process requires that recommended supports are based on those that are the most cost effective and engage the individual's independent abilities. The process also assumes that support(s) from SCBDD can be transitional in many cases and ultimately become unnecessary.

Historical Resolution Information	Reviewer(s):
Date	Resolution Number
10/18/14	10-67-14
12/19/17	12-50-17
	Director of SSA/ Investigative Services Superintendent

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PROCEDURE

- Individuals requesting assistance with transportation to community employment will be identified through the Service and Support Administration Unit. The assigned SSA will be responsible to assess the individual's needs and identify the most independent and cost effective available source of transportation.
- It should be understood and explained to the individual that:
 - The supports should often be transitional in nature and not necessarily perceived as permanent.
 - The supports will be reviewed and presented for approval for a maximum of 90 days.
 - Supports can be recommended to continue for additional 90 day period(s) by repeating the review and recommendation process.
 - The supports will be cost limited to 40% of the annual waiver transportation budget (currently, not to exceed approximately \$3708/year).
 - The approved supports must be consistent with the SSA assessment process; the aforementioned cost limitation is not an entitlement.
- The SSA will complete the [Transportation Funding Request Form](#) with the individual and/or the individual's support(s). Once completed, the Transportation Funding Request Form will be submitted to their supervisor.
- The assigned supervisor will present all Transportation Funding Requests to the Leadership Team on a weekly basis. The team of supervisors will review the assessment and discuss the information provided. Based on this review of information, the Leadership Team will make a recommendation to the Director to approve or deny the request for funding.
- Once the Director approves or denies the recommendation of the Leadership Team, the assigned supervisor will inform the SSA of the decision.
- The individual/guardian will receive County Board Complaint Resolution notification along with the decision.
- If approval for transportation funding is granted, the assigned SSA will assist the individual and/or the individual's support(s) in arranging for the transportation. The assigned SSA will complete the appropriate paperwork to authorize the appropriate payment for services and update the person's Individual Service Plan (ISP).