

## **Sheltered Employment Funding**

The Adair County SB40 Developmental Disability Board ('The Agency') may elect to pay a monthly stipend to sheltered workshops employing Adair County Citizens based upon the following contingencies:

1. The employee is eligible for Adair County SB40 services under the State's definition of Developmental Disability.
2. The employee is a citizen of Adair County.
3. The annualized total of the monthly stipend will be established each year based upon projected available tax levy funds.
  - a. The Agency will establish annual caps for both number of employees and amount granted per employee.
  - b. The annualized total will be reviewed and approved by the SB40 Board each Fiscal Year due to the frequent changes in tax levy rates.
4. The workshop must provide sufficient documentation which demonstrates that the employee did work a substantial number of work hours<sup>\*1</sup> in the previous month.
  - a. The monthly DESE report submitted by the workshop, with details on each individual's monthly work hours, must be shared with the SB40 Board for use in the calculation of the stipend.

The Agency reserves the right to deny eligibility of any individual for SB40 funding if it is the determination of the SB40 Board that employment at the workshop does not align with an individual's person-centered planning process.

Sheltered Workshops employing eligible Adair County citizens are not required to submit grant request to the Agency for this source of funding. The monthly stipend will be calculated and paid in accordance with the policy upon receipt of the requested documentation.

DESE reports are due by 10th of each month following the previous month documenting each individual's hours worked. The monthly stipend will be calculated off of that report and paid prior to the end of each subsequent month.

<sup>\*1</sup> *'Substantial number of work hours' is defined as average monthly work hours per eligible individual exceeds at least 50% of the average number of work hours per all employees of the workshop.*