

Adair County SB40 Developmental Disability Board Standard Operating Policy and Procedure		Policy Number: 3004
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Adopted Date	August 17, 2010	Approved By	Board of Directors
Revised Date	March 8, 2016	Approved By	Board of Directors

The following policies describe ACSDDDB guidelines for funding agency requests and the procedures to be followed by agencies making applications for funding.

I. AGENCY ELIGIBILITY

1. The Agency must be registered as a not-for-profit corporation in the State of Missouri. In the case of not-for-profit corporations in existence for a period exceeding one year, the corporation must be recognized as being in "Good Standing" with the State of Missouri.
2. The Agency shall not discriminate in the hiring or employment of staff on the basis of race, color, national origin, sex, religion, familial status or disability.
3. The Agency shall establish and maintain a system of client rights as provided by Chapter 630, Sections 630.110 through 630.200, RSMo, and the Department of Mental Health's rules and regulations.
4. The Agency services shall be available to persons without regard to sex, race, color, creed or national origin.
5. The Agency shall have a Conflict of Interest policy consistent with the Missouri Ethics Commission Chapter 105, RSMo. If a conflict of interest should be identified, a statement of full disclosure should be on record with the Agency.
6. The Agency representatives shall demonstrate that they have a sound financial management system with fiscal management controls and record keeping in accordance with generally accepted accounting principles as promulgated by the American Institute of Certified Public Accountants.
7. The Agency representatives must demonstrate that they have the programmatic, technical expertise, and facilities to accomplish the Agency's stated goals.
8. The Agency shall meet, at a minimum, those mandatory standards promulgated pursuant to Local, State and Federal statutes. Agencies are encouraged to strive to a level of excellence in service beyond that viewed as minimum/mandatory.
9. The Agency and/or its services must be located within Adair County.

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II. PROJECT/SERVICE ELIGIBILITY

1. Target population for proposed projects or services must be individuals with developmental disabilities or who qualify as persons with disabilities as defined:

"Developmental Disability" - shall mean either or both paragraph (A) or (B) below:

A. "A disability which is attributable to intellectual disability, cerebral palsy, autism, epilepsy, a learning disability related to a brain dysfunction or a similar condition found by comprehensive evaluation to be closely related to such conditions, or to require habilitation similar to that required for intellectually disabled persons; and,

- 1) Which originated before age eighteen; and,
 - 2) Which can be expected to continue indefinitely."
- (RSMo 205.968 to 205.972)

B. "A disability

(a) Which is attributable to:

- a. Intellectual disability, cerebral palsy, epilepsy, head injury or autism, or a learning disability related to a brain dysfunction; or
- b. Any other mental or physical impairment or combination of mental or physical impairments; and

(b) Is manifested before the person attains age twenty-two; and

(c) Is likely to continue indefinitely; and

(d) Results in substantial functional limitations in two or more of the following areas of major life activities:

- a. Self-care;
- b. Receptive and expressive language development and use;
- c. Learning;
- d. Self-direction;
- e. Capacity for independent living or economic self-sufficiency;
- f. Mobility; and

(e) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, habilitation or other services which may be of lifelong or extended duration and are individually planned and coordinated."

(RSMo 630.005)

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<p>" Person with a disability" - shall mean either or both paragraph (A) or (B) below:</p> <p>A. "A person who is lower range educable or upper range trainable intellectually disabled or a person who as a developmental disability" (RSMo 205.968 - 205.972)</p> <p>B. "A lower range educable or upper range trainable developmentally disabled or other disabled person sixteen years of age or over who has had school training and has a productive work capacity in a sheltered environment adapted to the abilities of the mentally retarded but whose limited capabilities make him or her nonemployable in competitive business and industry and unsuited for vocational rehabilitation training" (RSMo 178.900)</p> <p>2. Target population for proposed projects or services must be residents of Adair County (refer to ACSDDDB Residency Requirements Policy, #3006).</p> <p>3. The Board may, at its discretion, impose limitations with respect to individuals to be served and services to be provided. Such limitations shall be reasonable in the light of available funds, needs of the persons and community to be served as assessed by the Board and the appropriateness and efficiency of combining services to persons with various types of handicaps or disabilities.</p> <p>4. The Board reserves the right to establish the conditions of the funding agreement when funding is provided for a project and/or service on a seasonal basis.</p> <p>III. AGENCY APPLICATION PROCESS</p> <p>Interested agencies may access funding policies and application materials at the ACSDDDB website or by contacting the ACSDDDB office. Applications may be submitted to the ACSDDDB office at any time during business hours; however, applications will not be reviewed by the Board until all requested information has been provided (see "checklist" below).</p> <p>Any agency submitting a request for funding will be notified in advance of the date of the ACSDD Board meeting where the agency's application will be reviewed so that the agency may send representatives to the meeting to answer questions and provide further information regarding their request.</p>		

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<p>Appeal procedure:</p> <p>If the agency requesting funds disagrees with the funding decision of the Board, the following procedures are to be used by the agency for appealing such decisions:</p> <ol style="list-style-type: none"> a. The Board of the agency requesting funds must vote in an open session of a Board meeting to appeal the decision of the Adair County SB40 DD Board. b. Within 30 days of the Adair County SB40 DD Board's decision, a letter must be received by the Adair County SB40 DD Board from the presiding officer of the agency's Board, stating the agency's decision to appeal, along with a copy of the minutes of the agency's Board meeting minutes documenting the vote of the agency Board to appeal. c. The letter from the presiding officer of the appealing agency's Board must state, in specific terms, the reason(s) for the appeal. d. The Adair County SB40 DD Board will review the appeal and provide a written response within 30 days from receipt of the letter requesting appeal. 		