

FAMILY SUPPORT ASSISTANCE PROGRAM

Developmental Disabilities Services Division

Department of Human Services

PURPOSE

The Family Support Assistance Program provides a payment for children with developmental disabilities who reside in their family home and who meet other required eligibility criteria. These payments help families pay for needed services such as respite care, technical assistance, attendant services or personal items including assistive technology devices and services. Payments range from \$250 a month to \$400 a month, depending on the number of children with developmental disabilities living in the home.

CONTACT

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See Appendix B for
Department of Human
Services DDSD offices.

FINANCIAL CRITERIA

- The family with whom the eligible family member is residing has an annual gross adjusted income, which does not exceed \$45,000.

ELIGIBILITY

The family member for whom the application is made must:

- be under 18 years of age;
- have mental retardation or other developmental disability;
- live in the family home or has plans to return to the family home; and
- not receive Home and Community-Based Waiver Services.

The family with whom the eligible family member is residing must:

- reside in the State of Oklahoma;
- have an annual gross adjusted income that does not exceed \$45,000; and
- be headed by a biological parent, adoptive parent, or legal guardian of the eligible family member. If the eligible family member lives with an adoptive parent or parents who already receive the Department of Human Services' Adoption subsidy, the family cannot receive family support assistance under this program.

AT SERVICES PROVIDED/COVERED

- No AT services are provided or covered. The cash payments can be used for any purpose including AT services.

AT DEVICES PROVIDED/COVERED

- No AT devices are provided or covered. The cash payments can be used for any purpose including AT devices.

APPLICATION PROCESS

- Applications are available through the DDSD Area Offices.
- Application forms are also available from DHS county offices.

APPEALS PROCESS

- The appeal process for the Family Support Assistance Program is through the fair hearing process. If a service is denied a DDS-4 will be sent explaining why the service was denied and the appeal rights. A person would follow the instructions listed on the DDS-4 in order to file an appeal.
- For grievances that have not been informally resolved, individuals may file a formal grievance using form GR15001P with the assistance of the Local Grievance Coordinator (LGC). The grievant keeps the yellow copy and the white copy stays with the LGC.
- A first level response to the grievance indicating specific actions to resolve the complaint is due five (5) working days from the date the LGC assigns the grievance to a respondent. The proposed resolution, as documented on form 15GR002E, will be presented to the grievant. The grievant has 3 business days to either accept or reject the resolution proposed.
- Resolutions not accepted by the grievant are appealed to the second level. At this level, the second level respondent has (7) working days to issue a response from the date the LGC assign it.
- Further appeals are facilitated by the Office of Client Advocacy Grievance Liaison.