



Recreation Council of Greater St. Louis Recreation Voucher Program for St. Charles County Overview of the Program

The Recreation Council's recreation voucher is a reimbursement program designed to provide financial assistance to encourage people with developmental disabilities to enroll in specialized or inclusive recreation programs. These include summer day camps, residential camps, adventure programs, and community recreation programs. The project is funded by the Developmental Disabilities Resource Board of St. Charles County (DDRB).

Vouchers are available for St. Charles County residents with developmental disabilities. These include people with mental retardation, cerebral palsy, epilepsy, autism, learning disabilities, and head injuries. Participants *must* have Department of Mental Health St. Louis Regional Office, or DDRB eligibility to receive a voucher. Contact the Regional Office at 314-340-6500 to initiate the process of eligibility.

Participants submit an application to the Recreation Council to be considered eligible for funding. Once deemed eligible by the Recreation Council, the participant chooses a recreation program. If the recreation provider agrees to accept our voucher, an approval form is mailed to both the participant and the program provider, which promises payment *after* the participant attends the program. Provider participation is voluntary, thus payment arrangements must be made with the provider. Participants then register and pay the agreed amount for their recreation program with the provider. After the participant attends the program, the provider submits the invoice sheet to request payment from the Recreation Council. The Recreation Council pays the provider for programs that the participant attended. The participant is responsible for fees charged for canceling or failing to attend a voucher-funded program.

Vouchers fund programs that occur between July 1 and June 30 of our current fiscal year. The voucher covers 90% of the program fee up to the maximum allowable cap. The participant pays a 10% co-pay. Families may request community recreation funds throughout the year for multiple programs until the cap is reached. Residential camp funding is a one-time use voucher. Funding is granted based on availability of money. Program vouchers are written on a first-come, first-serve basis. Proof of financial need is *not* required.

Because this project is funded by the DDRB, projects that already receive funding from the DDRB are not voucher eligible. Programs should be in the state of Missouri, and preferably in St. Charles County. The program is designed to meet recreational needs, thus therapeutic programs are not funded. Applicants may not use voucher funds and respite funds for the same program.

Applications must be completed each fiscal year. Individuals can request an application by calling the Recreation Council office at 636-477-7704, or by going online at: www.stlouis.missouri.org/reccouncil

The Recreation Council of Greater St. Louis
St. Charles County Recreation Supports Voucher Program
Fiscal Year 2010 Guidelines ~ Effective July 1, 2009 – June 30, 2010

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To avoid delays in processing your application, please read the following guidelines and the application packet carefully.

- **ELIGIBILITY:** Applicants must have a developmental disability as defined by the Developmental Disability Resource Board (DDRB) of St. Charles County, and live in St. Charles County in a natural home or in-home placement. First time applicants provide documentation of a developmental disability through the DMH St. Louis Regional Office or DDRB service coordinator, or submit a Department of Mental Health eligibility letter. Those who have submitted approved eligibility information in past years are not required to submit it with their application.
- **APPLYING:** You only need to submit one application per fiscal year. Qualified applicants who submit a complete application are deemed *eligible* for funding. Complete applications consist of four items: An application with demographics, a service agreement, a DDRB client information & rights release form, and eligibility information (See information above for details). Incomplete applications are pending until all necessary pieces are received.

NEW

FUNDING REQUEST FORM must be submitted EACH time a request is made. The applicant may submit the request with the application, or when program details are chosen. *Voucher money is granted when a specific program with expected dates and cost is chosen. Applicants are not guaranteed money without program details.*

- **VOUCHERS FUND PROGRAMS**, and may only be used to fund the chosen program of the person named on the voucher approval form. Vouchers are granted for either (but not both) community recreation *OR* residential camp up to the maximum allowable amounts for fiscal year 2010, *July 1, 2009 to June 30, 2010*, as follows:
COMMUNITY RECREATION and ADVENTURE PROGRAMS (multiple use): up to \$300 per fiscal year
OVERNIGHT RESIDENTIAL CAMP (one time use): up to \$400 per fiscal year
or up to \$650 when participant requires 1:1 support (requires Regional verification of higher support need)
Eligible applicants are NOT guaranteed funding up to the annual maximum. *Funding is program driven and is granted based on availability of funds.* Voucher funds that remain unused by their expiration date will be reallocated to the general fund. Applicants may re-request expired funds which will be granted based on availability of money.
- **CO-PAY:** All voucher amounts are subject to a 10% co-pay and is based on program cost. The voucher covers program fees only. The participant/guardian is responsible for paying program deposits and additional fees such as transportation, physicals, clothing, supplies, equipment, joining fees, and registration fees. Deposits, membership, & registration fees may be applied toward the 10% co-pay. Respite money may not be used to off-set the co-pay.
- **REIMBURSEMENT** goes to the recreation provider after the participant has attended their program. Participants must contact the recreation provider and the Recreation Council if changes in attendance occur. Fees charged for failure to attend a voucher-funded program are the participant's responsibility.
- **RESIDENTIAL CAMP** programs should be for camps located within the State of Missouri, or receive prior approval. Camp programs that exceed seven consecutive days need prior approval. An applicant who plans to attend a camp outside Missouri needs to submit a letter detailing the reason for choosing this camp and why no other camp in Missouri will meet the applicant's need.
- **COMMUNITY RECREATION** vouchers may be requested for one or more providers, and are issued when program provider, dates, and cost are determined. Community-based programs should be located in St. Charles County. Out-of-county programs must be within a 50-mile radius of St. Charles County and receive prior approval.
- **ADVENTURE PROGRAMS**, such as out-of-town trips, or multiple, non-consecutive week summer camps should be for experiences within a 300-mile radius of St. Charles County & be provided by a Missouri program provider.
- **SUMMER 2010 PROGRAMS:** If you are planning to attend summer day camp, summer residential camp, or a summer parks program in May or June 2010, submit your application with your expected dates of attendance, your chosen provider, and use program costs that are available at the time of submission.
- **DIRECT SUPPORT PERSON:** Applicants who participate in inclusive recreation programs can use part or all of their community recreation allowance to pay for an assistant to attend with the applicant. The Recreation Council pays \$6 per hour directly to the attendant, not to exceed the \$300 maximum yearly amount. *Please note: The Recreation Council does not provide the support staff. Support staff must be recruited, trained, and screened by the participant.*
- **DDRB** (Developmental Disabilities Resource Board of St. Charles County) funded programs are *not* eligible for voucher monies. Applicants may not use respite funds and a voucher for the same program because both projects are funded by the DDRB. Programs that are primarily therapeutic in nature are not eligible for funding.

**The Recreation Council of Greater St. Louis
Recreation Supports Voucher Program
FY 2010 Service Agreement ~ July 1, 2009 – June 30, 2010**

I have read and understand the intent, purpose and guidelines of the Recreation Council's *Recreation Supports Voucher Program*. As a participant of this voucher program, I agree with and will follow the program guidelines as presented by the Recreation Council. I understand that these voucher funds are to be utilized during the period of *July 1, 2009 – June 30, 2010* for the purpose of attending a recreation program for the applicant who is a St. Charles County resident and has a developmental disability. The Recreation Council is merely acting in the capacity of reimbursing the recreation program of my choice that is providing the program. I understand that it is my responsibility to identify, screen, select the program and work with the provider that I have chosen to meet the my support needs.

To the fullest extent permitted by law, I shall indemnify and hold harmless the Recreation Council of Greater St. Louis and the Developmental Disabilities Resource Board of St. Charles County, and their Directors, Officers, consultants, agents, employees and volunteers from and against claims, damages, losses and expenses, including but not limited to attorney's fees and court costs, arising out of or resulting from the provision of any service, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or personal injury, or to injury to or destruction of tangible property, which is caused in whole or in part by any acts, omissions or negligence of recreation providers regardless of whether or not such injury, claim, damage, loss or expense is caused in part or in whole by a party indemnified hereunder.

Furthermore, I understand and will adhere to the following:

- REIMBURSEMENT: Voucher funds are paid **AFTER** completion of the program and are paid directly to the provider; recreation provider participation is voluntary, therefore, fee structure is determined by the provider;
- ATTENDANCE: Applicants *must* notify the Provider *and* the Recreation Council of program changes; Fees charged by the recreation provider for cancellations, withdrawals, or failure of participant to attend **are the responsibility of the applicant**; failure to attend a program without notification will jeopardize future funding.
- APPLICATION to the Recreation Supports Voucher Program must be made by the participant or by the participant's legal guardian;
- ENROLLMENT in the chosen program is done by the applicant directly with the recreation provider; Approval for voucher funding does not constitute acceptance into the recreation program of choice;
- USE of voucher funds are only for the applicant, dates, and program indicated on the voucher; funds that are not used by the expiration date on the voucher will be reallocated to the general fund; approval of funding is program driven, thus money is only approved when a provider, dates of attendance, and cost are selected;
- A 10% CO-PAY is required. Fees charged to attend programs, such as transportation, registration, membership, field trips, and supplies are not reimbursed by the voucher, but may be applied toward your co-pay;
- RESPITE MONEY may not be used to offset the co-pay, thus I give the Recreation Council permission to communicate voucher information with the St. Charles County respite program provider only as necessary;
- SUPPORT PEOPLE who I hire to attend a program with me are my responsibility to identify, screen, select, and train; I understand that the Recreation Council strongly recommends that for safety reasons, I have a Criminal Background Check completed on staff that I employ, which may be obtained by contacting The Missouri Department of Health at 1-866-422-6872, or www.dhss.mo.gov/fcsr;
- RIGHTS: I have read the information provided with this application on my rights and responsibilities as a voucher participant with the Recreation Council.

Signature of Participant who is their own legal guardian
OR Signature of Legal Guardian

Date

Please Print Participant's Name

DDRB Client Information Release
Fiscal Year 2010 ~ July 1, 2009 – June 30, 2010

The Developmental Disabilities Resource Board of St. Charles County (DDRB) is a Senate Bill 40 Board that enables St. Charles County voters to tax themselves to pay for services for people with certain disabilities. The DDRB provides funding for the programs and services you receive from The Recreation Council of Greater St. Louis.

The DDRB periodically reviews individual files/records to assure compliance with agency outcomes, eligibility and quality assurance. This is notice to you that as a funding entity the DDRB will have access to your information on file with The Recreation Council for the purpose of planning and review.

The information reviewed/obtained by the DDRB may be released to a professional consultant contracted by the DDRB for the purpose of general data collection to identify trends in the service delivery. Personal identifiable data will not be released to any other party. The DDRB maintains its client information in accordance with the Health Insurance Portability and Accountability Act (HIPAA). The DDRB does not sell or share its customer information with other entities except as noted above.

By signing this document, you give permission for The Recreation Council to share information with the DDRB to help with better continuity of the supports you receive.

I agree to The Recreation Council sharing information regarding my records with the Developmental Disabilities Resource Board of St. Charles County. I understand that refusal to sign this document will forfeit my ability to receive funds from the DDRB.

This release is valid for two years from date of signature.

Printed Name of Service Recipient Date

Signature of Service Recipient Date

Signature of Parent/Legal Guardian Date

Signature of Recreation Council Coordinator Date

DOUBLE CHECK YOUR APPLICATION FOR COMPLETENESS.
APPLICATIONS WILL BE HELD UNTIL ALL INFORMATION IS RECEIVED.

The following four items are necessary pieces of your application. Incomplete applications will be held until this information is received:

Application **Service Agreement** **DDRB release of information** **Eligibility**, if necessary.

If you have applied for funding in the past, your eligibility may already be complete. If this is your first application, contact your Regional Office or DDRB casemanager to submit this information.

The following item is submitted when program provider, dates, and cost are selected:

Funding Request (page "7" of the online application at <http://stlouis.missouri.org/reccouncil>)

Vouchers are written when funding request is submitted. Form may be submitted with application, or at a later date when program details are selected.

Recreation Council Use Only:	Date Received: _____	Eligibility Verification: _____
Approved: Yes No	Approval Date: _____	Recreation Council Staff Signature _____

YOUR CLIENT RIGHTS

As a client of the Recreation Council, you are entitled to the following rights and privileges.

1. Right to be treated with dignity and respect.
2. Right to be informed of and receive help to receive services that are available through The Recreation Council, as well as other agencies.
3. Right to be a member of your community.
4. Right to do things you enjoy in your spare time.
5. Right to have a guardian to help you make decisions, if needed.
6. Right to be free from abuse, neglect, humiliation, retaliation, or financial exploitation.
7. Right to be involved in the planning and scope of the services and support you receive and have things explained to you in a way you can understand.
8. Right to make a complaint and have people listen to you and try to help fix the problem.
9. Right to have access to the information that is in your individual record in sufficient time to make an informed decision.
10. Right to have information about you kept private.
11. Right to receive services no matter what your race, color, gender, age or religion or sexual orientation.
12. Right to choose your recreation provider and/or program.

If an individual has a full or limited guardian appointed by the court, rights may be limited or modified by the guardian's decision or the decision of the individual's planning team.

PARTICIPANT'S RESPONSIBILITIES

As a client of the Recreation Council, it is your responsibility to do the following:

1. Treat others with respect, and respect the privacy of others.
2. Plan for your future and make decisions to the best of your ability.
3. Work cooperatively with others while taking part in activities and learning to be more independent.
4. Never intentionally do things that hurt you or someone else, or damages property.
5. Act in a safe responsible manner when attending a recreation program.
6. Follow the rules and guidelines set forth by the recreation provider.
7. Voucher participants are responsible to adhere to the guidelines set forth by the Recreation Council and it's funding partners when using voucher funds.

GRIEVANCE PROCEDURE

The Recreation Council of Greater St. Louis will allow a means so that all recipients of its services and their families shall be provided a vehicle to ensure that their voices may be heard when expressing a grievance. A grievance is an issue that is felt to afford reason for complaint and which formally needs to be expressed in written form. To receive a copy of the Recreation Council's Grievance Policy, please contact the Administrative Office at 314-726-6044



VOUCHER FUNDING REQUEST

Recreation Council, St. Charles County

Fiscal Year 2010 ~ July 1, 2009 to June 30, 2010

Return this page when program details are determined

Applicant Name: _____

Name of person making request, if different from applicant: _____

Submit this form each time you request funding, and when program provider, dates, and cost are determined. You may submit this form with your application, or at a later time when program details are finalized. Funding is approved for the program selected when the request is received, and is granted on a first-come, first-serve basis *as long as funds are available*. Funding is program driven. Annual maximums apply to program requests, not individual applicants.

PROGRAM INFORMATION

- ◆ **Community recreation** applicants may make multiple requests for funds until the maximum yearly amount is used. If program is expected to continue year-round, submit the cost information for all sessions the applicant will attend. Changes to program selection require writing of new voucher based on availability of money.
- ◆ **Residential camp** funds are a one-time use voucher per fiscal year.
- ◆ Applicants requesting funding for **summer programs** occurring in May or June 2010 may use expected dates of attendance and cost information available at time of application.
- ◆ **Maximums:** \$300-Community Recreation \$400-Residential Camp \$650-High Support Need Residential Camp (requires proof from DMH of need for 1:1 service)

Provider(s)	Activity/Program	Program Dates	Program Fee(s)
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
TOTAL AMOUNT REQUESTED:			\$ _____

List other fees charged*: _____ Amount: _____

*Fees for transportation, registration, membership, field trips, and supplies cannot be reimbursed by the voucher, though registration and membership fees may be eligible toward your 10% co-pay.

Support Staff Information: Complete this section *only* if you plan to use part or all of your community recreation funds to hire an assistant for an inclusive community recreation program. You may apply for both program fees and support staff funding for the same program. *The voucher pays \$6 per hour.*

Support Staff's Name: _____ **Phone:** _____

Support Staff's Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Requested Number of Hours: _____ **TOTAL AMOUNT REQUESTED:** \$ _____

The Recreation Council does not provide this individual. We strongly recommend that you complete a Criminal Background Check on the support staff that you employ. For background check information, call (573)-526-1974, or visit www.dhss.mo.gov/fcsr.

Return this form to The Recreation Council
Mail: 60 Gailwood Dr.-Suite C., St. Peters, MO 63376
Fax: 636-477-7704 (Phone & Fax-no cover sheet)
E-Mail as an attachment: reccouncilsc@yahoo.com

Additional copies of this form may be downloaded at:
www.stlouis.missouri.org/reccouncil

Recreation Council Use Only:

Date Received: _____ Amt Approved: _____ Staff Signature _____ Date: _____

The following recreation programs have agreed to participate in the St Charles County Recreation Council voucher program. Please consider frequenting these businesses and programs for all your family's recreation needs.

Day Camps and Community-Based Recreation/Leisure Programs

- Angie's Dance Studio in Wentzville
- Anytime Fitness, St Peters
- Cities of St. Charles, St. Peters, Lake St. Louis, O'Fallon, & Wentzville Parks & Recreation Programs
- St. Peters Community & Arts Center ~ arrangements made individually with instructors
- Club Fitness in St. Peters & St. Charles
- Giant Steps of St. Louis – Summer Camp for Children with Autism ~ Chesterfield
- Inertia, The School of Dance – Lake St. Louis
- Jack Knife Hollow Horse Ranch – riding lessons and group events – Montgomery City
- Lacefield Music ~ arrangements made with individual instructors ~ St Charles
- Leaps and Bounds Single Day Fun Camps – St. Peters
- The Little Gym – Gymnastics – St. Peters
- Mozingo Music ~ arrangements made with individual instructors ~ O'Fallon
- Northside Gymnastics – O'Fallon
- Purler Wrestling Camp /Chertow Wrestling Camp ~ location varies annually
- O'Ryan Training Services ~ Horseback Riding Lessons ~ Warrenton, MO
- St. Charles County Community College – Continuing Education / College for All Kids
- St. Charles County Youth Soccer Association (SCCYSA)
- St. Peters Academy of Dance
- St. Peters Athletic Association
- Stages of St. Louis Performing Arts Academy - Chesterfield
- TASK – Team Activities for Special Kids in south St. Louis County
- Team Central Gymnastics ~ Cardinal's Power Kids – Maryland Heights (St. Louis)
- Therapeutic Horsemanship ~ group riding lessons in the “Gaitway” Riding Program - Wentzville
- Vetta Sports Clubs - St. Peters
- West James Tennis Courts - St. Charles
- World Martial Arts – St. Peters, O'Fallon
- YMCA sports, fitness, swimming, classes – St. Peters, O'Fallon
- Y-Kiki Scuba Diving - St. Louis

Residential Camps and Adult Adventure Programs

- Camp Barnabas – Purdy, MO
- Cub Creek Science Camp at Bear River Ranch – Rolla, MO
- Joni & Friends Family Retreats – various locations—approved on an individual basis only
- Scout Camp (Boy Scout and Girl Scout) – at Scout run camps in MO
- Sherwood Forest Camp – Lesterville, MO
- Sunnyhill Adventures – Dittmer, MO
- Wonderland Camp – Rocky Mount, MO (Lake of the Ozarks)
- YMCA Camp Lakewood – Potosi, MO

Please Note: You are not limited by the above choices. However, if you are unsure if your program of choice qualifies for funding, please call the St. Charles County Coordinator at 636-477-7704 for clarification.

Below are programs and agencies that currently receive DDRB funding or are primarily therapeutic in nature. These programs do not qualify for recreation voucher funding:

- ShowMe Aquatics – Aqua Ability Program
- Family Support Services, Willows Way, Emmaus, & Community Living Recreation Programs
- Therapeutic Horsemanship – hippotherapy therapeutic riding program
- YMCA's Integrated Childcare Program, Day Camp, and Memberships
- DASA – Disabled Athlete Sports Association
- Special Olympics
- Leaps and Bounds Therapy Programs