



## **DEPARTMENT OF COMMUNITY SERVICES**

### **Disability Support Program**

### **Direct Family Support for Children Program Policy**

**Effective: March 2016**

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## **1.0 POLICY STATEMENT**

- 1.1 Direct Family Support for Children (DFSC) provides funding to enable families to support their child with a disability at home.
- 1.2 The purpose of DFSC is to support and maintain the integrity of families of eligible children and to:
  - a) support children with disabilities to live at home;
  - b) maximize family supports and community participation; and
  - c) prevent or delay the need for an out-of-home placement.
- 1.3 DFSC provides funding for the purchase of respite services to assist with scheduled breaks for family caregivers.
- 1.4 DFSC does not provide funding for full-time 24/7 in-home support, or compensation to caregivers for supporting their children with disabilities, nor replace public school or early intervention programs.
- 1.5 DFSC recognizes that families are responsible for providing for their children's basic needs. In addition to respite funding a child may be entitled to receive funding for assessed needs related to their disability.
- 1.6 This policy replaces the Direct Family Support Policy (last revised May 2021) and the Enhanced Family Support for Children Policy (December 2012).

## **2.0 POLICY OBJECTIVE**

To describe the DFSC program and enable the consistent application of the DFSC Program Policy in determining initial and ongoing eligibility.

## **3.0 DEFINITIONS**

### **3.1 Activities of Daily Living**

A person's basic, routine personal care activities that are essential to their self-care. This includes activities such as bathing and dressing, toileting and grooming, and eating.

### **3.2 Applicable Asset**

Money received by an applicant/participant, or the family on their child's behalf, through a court order or through a liability award or settlement, for the cost of their care, support and accommodations.

### **3.3 Applicant**

For the Direct Family Support for Children program, the applicant is the parent or guardian of a dependent child with a disability.

**3.4 Assessment**

A process of collecting information using a consistent methodology to determine a participant's eligibility for supports from the DSP. The assessment identifies the participant's needs and assists the Care Coordinator in making informed decisions around the supports that can best meet their needs. This is the foundation for basing decisions related to the provision of supports.

**3.5 Assessed Needs**

A participant's need for supports as identified through a functional assessment.

**3.6 Basic Needs**

Items of basic requirement: food, clothing, shelter, fuel, utilities, household supplies and personal requirement that families are responsible to provide for their children.

**3.7 Care Coordinator**

A Department of Community Services (DCS) employee responsible for financial and functional assessments, case planning and case management under the Disability Support Program policy.

**3.8 Casework Supervisor**

A DCS employee responsible for overseeing the work and decisions made by a Care Coordinator within the Disability Support Program, as well as other assigned duties.

**3.9 Direct Family Support Program Coordinator**

Provincial DSP Program Coordinator is a DCS employee responsible for ensuring the policy is effective in enabling DSP Staff to deliver the DFSC Program in an effective and efficient manner.

**3.10 Direct Family Support Program for Children Income Guidelines**

Considers a family's size and annual net income to determine financial eligibility and features a sliding scale for monthly family contributions.

**3.11 Disability**

The following restrictions or impairments that result in a reduced ability to perform an activity within the range considered typical for a child of the same age.

- a) the child has been diagnosed by an approved clinician as having a mild or moderate **intellectual developmental disability** with a significant behavioral challenge that has been documented within the last two years;
- b) the child has been diagnosed by an approved clinician as having a severe **intellectual developmental disability** that has been documented within the last two years;
- c) the child has been diagnosed by an approved clinician as having a significant **physical disability** with ongoing functional limitations that are a result of the disability and which seriously limits their capacity to perform age appropriate activities of daily living; or

- d) the child has been diagnosed by an approved clinician as having a dual diagnosis consisting of any of the above.

**3.12 Disability Support Program Specialist**

A DCS employee responsible for the quality assurance of policy and program delivery for the Disability Support Program.

**3.13 Eligibility Determination**

The determination of whether a participant or family meets the Disability Support Program criteria.

**3.14 Functional Assessment**

The determination of a child's support needs in the area of activities of daily living, as well as their level of physical and social functioning, as assessed by a Care Coordinator.

The information gathered for purposes of the assessment comes from a variety of sources including the child, their family and supports, direct observation and collateral contacts. The assessment yields a clear and complete profile of a child's strengths and assists in identifying their goals and support needs.

**3.15 Independence**

The degree to which children can manage their own personal care activities, home and/or community activities.

**3.16 Intellectual Developmental Disability**

A disorder that includes an intellectual deficit which creates difficulties in functioning in two or more activities of daily living and/or instrumental activities of daily living within the range considered typical for a person of the same age, which occurs prior to the age of 18 years. Each of these criteria must be present:

- a) Deficits in mental abilities such as reasoning, problem solving, planning, abstract thinking, judgment, academic learning, and learning from experience. An intelligence quotient (IQ) below the population mean, which is typically an IQ score of approximately 70. There are four levels of intellectual disability:

1. Mild: IQ of 50 to 70;
2. Moderate: IQ of 39 to 55;
3. Severe: IQ of 20 to 40; and
4. Profound: IQ of 20 to 25.

A learning disability is not the same as an Intellectual Developmental Disability as average or above average intellectual functioning is required for a learning disability; and

- b) Impairments in functioning within two or more aspects of activities of daily living or instrumental activities of daily living for example, communication, social

- participation, functioning at school or at work, or personal independence at home or in community settings; and
- c) Onset before the age of 18 years.
- 3.17 **Medical Equipment**  
Includes prosthetic appliances and other types of equipment (e.g. walkers, crutches) recommended by a health care practitioner.
- 3.18 **Participant**  
A child with a disability who has been determined eligible for DFSC and receives supports through the Disability Support Program.
- 3.19 **Physical Disability**  
A long-term, chronic and persistent physical limitation that creates significant difficulties in functioning in two or more aspects of activities of daily living or instrumental activities of daily living within the range considered typical for someone of the same age. The physical disability substantially limits functional independence and results in the child requiring ongoing support and skill development.
- 3.20 **Reassessment**  
Reassessment confirms a child's needs and level of support or care requirements. Reassessments are performed in response to changes in a child's circumstances and may identify changes in their support needs and program resource requirements.
- 3.21 **Respite**  
Relief provided to the parent, family, or guardian of a Disability Support Program participant, for a specific period of time.
- 3.22 **Special Needs**  
Items and services of special requirement that are related to the child's disability that are set out by the DSP policy and are not basic needs (as defined).
- 3.23 **Transfer**  
Transfers between DSP support options.
- 3.24 For additional policy definitions refer to the [DSP Glossary of Terms](#).

## **4.0 DIRECT FAMILY SUPPORT FOR CHILDREN (DFSC) RESPITE FUNDING**

### **4.1 DFSC and Exceptional Circumstances Respite Funding**

- 4.1.1 The DFSC Program provides funding for the purchase of respite services to assist with scheduled breaks for family caregivers. The amount of respite funding varies from child to child, as it is determined individually through the assessment process. It is not intended for 24 hour support.

The maximum respite funding rate for DFSC and Exceptional Circumstances is up to a combined total of \$2,400.00 per month.

Supports requested under Exceptional Circumstance are subject to the limits set out in [Appendix A - Funding Rates Guidelines](#).

#### **4.2 Enhanced Respite Funding**

- 4.2.1 Enhanced respite funding assists families to support their child at home when their child's care and support needs are considered extremely challenging, and they require comprehensive, highly structured and skilled forms of support and intervention. With this funding, families can hire support workers who have specialized training, education or experience related to the needs of the child.

The maximum respite funding rate for DFSC, Exceptional Circumstances, and Enhanced respite funding is up to a combined total of \$4,000.00 per month.

- 4.2.2 Participants must meet all the general eligibility criteria outlined in **section 6.2** and the Enhanced respite funding requirements outlined in **section 13.1**

### **5.0 ELIGIBILITY DETERMINATION**

#### **5.1 Intake**

- 5.1.1 Intake is the initial step in determining an applicants' general eligibility for the Direct Family Support for Children program.

- 5.1.2 Intake includes

- completion of an intake application
- registration and recording of personal information
- determining the supports and services being requested
- provision of detailed information on DFSC supports and services
- advising of the medical, functional, financial and consent requirements of the DFSC program
- gathering required information
- referral to DFSC

- 5.1.3 An intake application for DFSC may be accepted from the child's parent, family, or guardian with whom they reside.

- 5.1.4 To complete the intake process, the child and family must meet the general eligibility requirements as per **section 6.2** of the Direct Family Support for Children (DFSC) Program Policy and submit the requested medical and financial documentation.

- 5.1.5 At the completion of the intake process, the parent/guardian may choose to continue with referral to DFSC and/or be referred to other programs that have been identified through the intake process.

- 5.1.6 The parent/guardian is responsible for any costs and fees associated with the medical documentation required to confirm a disability.

## **5.2 Evaluation of Referral Information**

- 5.2.1 Evaluation of referral information is the process of confirming a participant's eligibility for full assessment.
- 5.2.2 The evaluation of referral information includes
- review of intake application and submitted documents, including financial information
  - detailed discussion with the parent/guardian regarding the child's disability-related needs, the DFSC program and the eligibility determination process
  - determination of eligibility for full functional and financial assessments as per **6.1 of the DFSC policy**.

## **5.3 Program Application and Consent**

- 5.3.1 A parent/guardian must complete a DFSC Application, a Calculation of Family Income Form and sign a DFSC Consent Form to allow DFSC to obtain and share their information for the purposes of determining eligibility, and for the provision of services and supports.
- 5.3.2 As per **section 7.0** of the DFSC policy a parent/guardian may be advised of their ineligibility before completion of the application and assessment processes.

# **6.0 ELIGIBILITY CRITERIA**

## **6.1 Funding Determination**

- 6.1.1 In addition to meeting the general eligibility criteria (**section 6.2**), eligibility is determined based on a functional and financial assessment process, to identify the respite needs of a child and recommend the amount of funding to be provided.

Eligibility is determined using an assessment process. The Care Coordinator will conduct a functional assessment using a standardized Support Assessment Tool (SAT) to identify the level of support the child and their family require and facilitates the completion of a Special Needs Agreement (DSP-451) signed by the child's parents.

- 6.1.2 The Care Coordinator will determine a child's financial eligibility for the DFSC Program by conducting a financial assessment that is based on the family size and net income (see DFSC Program Income Guidelines)

## **6.2 General Eligibility Criteria**

To be eligible for the DFSC program the family and child must meet the following criteria:

- a) the family and child are permanent residents of Nova Scotia;
- b) the family and child are lawfully entitled to be in or to remain in Canada;
- c) the child is under 19 years of age;
- d) the child is living in the home of a family member/guardian;
- e) the child has been diagnosed by an approved clinician with a disability as defined as:
  - i) a mild or moderate intellectual developmental disability (see **section 3.16**) with a significant behavioural challenge that has been documented within the last two years; or
  - ii) a severe intellectual developmental disability (see **section 3.16**) that has been documented within the last two years; or
  - iii) a significant physical disability (see **section 3.19**) with ongoing functional limitations that are a result of the disability which seriously limits their capacity to perform age-appropriate activities of daily living; or
  - iv) a dual diagnosis consisting of any of the above.
- f) the family net income meets the [DFSC Program Income Guidelines](#);
- g) the child's family agrees to participate in the assessment process.

## 7.0 FUNDING REVIEW AND REASSESSMENT

The child's family is required to report to the Care Coordinator any changes in circumstances, financial and personal, which may affect their child's ongoing eligibility or level of required support from the DFSC Program.

### 7.1 DFSC Ongoing Reviews

- 7.1.1 The Care Coordinator will review a child's circumstances annually, or when circumstances warrant, to determine ongoing eligibility for the DFSC Program.
- 7.1.2 The review will involve the child, their family, and significant others such as medical and clinical support teams, as appropriate.

## 8.0 APPLICABLE ASSETS

### 8.1 Application of Awards

- 8.1.1 The payment of money to the child through a court order or through a liability award or settlement for the cost of care, support and accommodations, is an applicable asset.
- 8.1.2 A child who has received or will receive payment of money through a court order or through a liability award or settlement for future care, support and accommodations, is ineligible for assistance in the form of money until the money is expended on the full cost of their care, support and accommodations.

- 8.1.3 A child whose cost of care, support, and accommodation is provided for by a court order, liability award or settlement will be charged the per diem rate paid to a service provider for the full cost of providing their care, support and accommodations.
- 8.1.4 A family's financial eligibility may be reassessed after the money they received for the cost of their child's care, support and accommodations is expended. At the time of reassessment, any remaining monies which were awarded for damages other than care, support and accommodation, such as wage loss or for pain and suffering, are considered part of the family's income.
- 8.1.5 Notwithstanding **sections 8.1.2, 8.1.3, and 8.1.4**, where a child has received or will receive payment of money through a court order or through a liability award or settlement for the cost of care, support and accommodations, and where this payment of money is insufficient to indemnify the child and cover the realized and anticipated cost of care, supports and accommodations the Department will develop a plan in consultation with the child's parent or legal guardian to determine financial contributions and will recognize the proportion of past and future costs to be paid by the family and by the Department.
- 8.1.6 A child's financial assessment does not include payments received from the following sources:
  - a. payments under a victims' compensation program paid by a federal or provincial government;
  - b. payments to a victim of abuse by a church organization in compliance with a court order or under a victims' compensation program;
  - c. payments by a provincial or federal government either monthly or in a lump sum, to victims or survivors of abuse to redress or compensate an injury or harm in respect to a government program or service;
  - d. payments made by the federal government as a support package to Canadian thalidomide survivors;
  - e. child support and/or child maintenance;
  - f. the Memorial Grant payment to families in recognition of service and sacrifice of first responders and volunteers; and
  - g. the Canada Pension Plan Children's Benefits (Canada), including:
    - i. the Disabled Contributor's Child's Benefit, and
    - ii. the Surviving Child's Benefit.

## 9.0 INELIGIBILITY

**9.1 Ineligibility Criteria**

- 9.1.1 A child and their family are ineligible for the DFSC Program, when the application and/or assessment process identifies any of the following criteria:
- a) the child is in the care of the Minister;
  - b) the child's family is in receipt of services through the Subsidized Adoption Program of DCS;
  - c) the family net income exceeds financial eligibility criteria (**section 6.1.2**);
  - d) the child has not been diagnosed with a disability (see **sections 3.11, 3.16 and 3.19**);
  - e) the child is able to carry out activities of daily living;
  - f) the child and family are eligible for funding through Indigenous and Northern Affairs Canada;
  - g) the care needs of the child are consistent with the admission criteria for the category of Department of Health and Wellness licensed nursing home;
  - h) the child's family does not agree to participate in the assessment process.

**10.0 FAMILY RESPONSIBILITIES****10.1 Family Responsibilities for Use of Funding**

- 10.1.1 Families participating in the DFSC Program are responsible for ensuring that respite funding is used appropriately and that the respite provider(s):
- a) is knowledgeable about the child's support needs;
  - b) is mature and responsible;
  - c) has the required skills, knowledge and information to support the child;
  - d) is comfortable with all the child's support needs; and
  - e) is not a family member living in the same home.
- 10.1.2 Families participating in the DFSC Program will contact the Care Coordinator and advise them when:
- a) they are unable to locate respite workers;

- b) they are not utilizing the full amount of the approved respite funding; or
  - c) there is a change in the family's circumstances or financial situation
- 10.1.3 The Care Coordinator will provide information related to finding respite providers to families participating in the DFSC Program when families indicate they are not able to locate their own.
- 10.1.4 Families in the DFSC program entitled to respite funding greater than \$500 per month (per child) are required to provide receipts. A family entitled to respite funding equal to or less than \$500 per month (per child) is not required to submit receipts and will receive their full respite funding each month.
- 10.1.5 If a family that is entitled to more than \$500 per month in respite wishes to save some of their monthly funding for use at a later date, they need to make special arrangements with their Care Coordinator for tracking and reconciliation of receipts.

## **11.0 SPECIAL NEEDS FUNDING**

### **11.1 Disability Related Special Needs**

- 11.1.1 The DFSC Program provides funding for respite and for special needs related to the child's disability, including:
- a) personal care supplies (e.g., diapers for children over four years of age);
  - b) funding for transportation to medical related appointments;
  - c) medical equipment, providing the request is accompanied by an assessment and recommendation by the appropriate Health Care Practitioner (e.g., occupational therapist, physiotherapist, doctor);
  - d) medications related to the child's disability that are benefits under the [Nova Scotia Formulary](#);
  - e) summer respite (see **section 11.2**); and
  - f) child care costs for a child over 12 years old (see **section 11.3**).
- 11.1.2 A family requesting funding for a special need must seek approval for the most economical item or service prior to purchase.
- 11.1.3 Funding for respite and special needs will be issued effective the date of approval and will be prorated from that date.

## **11.2 Summer Respite Funding**

- 11.2.1 Summer respite funding may be requested by families to provide children with the opportunity for structured summer activities. Subject to the limits in **section 11.2.4**, summer respite funding may be provided in addition to the monthly maximum respite rate.
- 11.2.2 Families are eligible for summer respite funding when:
- a) they have submitted a formal request for summer respite funding;
  - b) they have enrolled or agree to enroll, their child in a structured summer activity; and
  - c) they can provide or have provided receipts to verify the child's participation.
- 11.2.3 The amount of summer respite funding that may be provided depends on the actual cost of the activity up to a maximum of \$2000 per calendar year, per eligible child, regardless of age.
- 11.2.4 The Care Coordinator who has received a request for summer respite will:
- a) advise the family of the requirement to provide receipts;
  - b) review the receipts;
  - c) follow up with the family if they did not comply with b)

## **11.3 Child Care Costs Funding - Children over the age of 12 years**

Subject to the limits in [Appendix A - Funding Rates Guidelines](#), child care funding may be provided when the child is over the age of 12 years and requires support and supervision prior to and after school hours due to the family's work schedule. Child care funding will not be provided to replace the child's school or day time program.

Parents are responsible for basic childcare for children 12 years and under.

## **11.4 Interim Child Allowance**

- 11.4.1 The Interim Child Allowance may be provided when a child turns 18 years of age and is no longer eligible to receive the Canada Child Benefit. Subject to the limits in **section 11.4.2**, Interim Child Allowance funding may be provided in addition to the monthly maximum respite rate.
- 11.4.2 Families are eligible for the Interim Child Allowance funding when:
- a) The child and family meet DFSC eligibility criteria (see **section 6.0**) and are eligible for funding under the DFSC program;

- b) the child is 18 years of age;
- c) the family had been in receipt of the Canada Child Benefit prior to the child turning 18 years of age;
- d) the family has provided verification of the amount of the last Canada Child Benefit payment.

The amount of Interim Child Allowance funding that may be provided is dependent on the actual amount of monthly Canada Child Benefit payments received by the family for that child. These payments cannot exceed the standard household rate for a boarding accommodation type for a single participant. The Interim Child Allowance will be discontinued the month following the child's 19<sup>th</sup> birthday.

## **11.5 Inclusion Benefit**

The Inclusion Benefit is a benefit given to all families, for each eligible child, to enable their child's participation in community. All families in the DFSC program receive \$115/month with no requirement to submit receipts. The Inclusion Benefit is not included in the maximum DFSC funding rates outlined in **sections 4.1.1 and 4.2.1**.

## **12.0 EXCEPTIONAL CIRCUMSTANCES RESPITE**

Supports requested under Exceptional Circumstance are subject to the limits set out in [Appendix A - Funding Rates Guidelines](#).

### **12.1 Respite Funding for Family Members in Exceptional Circumstances**

12.1.1 The DFSC Program does not compensate family members who live with a participant to provide respite services to them. However, in any of the exceptional circumstances set out below a family member may be paid to provide temporary respite services when:

- a) the child's behaviour can only be managed by the family member;
- b) the child requires a medical intervention that only the family member is able to provide;
- c) efforts to find respite providers, other than the family member, have been unsuccessful.

12.1.2 Approval is required for this respite funding.

12.1.3 In these exceptional circumstances the respite services must not replace or create an employment opportunity for the identified family member. The maximum respite level and approvals set out in this Policy will apply.

## **12.2 Additional Temporary Respite in Exceptional Circumstances**

12.2.1 It is recognized that in exceptional circumstances the assessed needs of the DFSC participant's family may increase and additional respite funding may be required on a temporary basis.

12.2.2 Additional temporary respite funding may be considered when:

- a) the caregiver is sick, recovering from surgery, or otherwise unable to continue regular support responsibilities;
- b) a family emergency (e.g. death in the family, requires the caregiver to be unavailable for regular support responsibilities);
- c) a short-term deterioration in the mental or physical health of the caregiver or participant;
- d) the family and/or participant are experiencing unusual short-term distress; or
- e) the family requests an annual vacation, as per [Appendix A - Funding Rates Guidelines](#).

12.2.3 Approval is required for this respite funding.

12.2.4 Additional temporary respite funding must be authorized on a time limited basis and is subject to review.

## **13.0 ENHANCED RESPITE FUNDING**

### **13.1 Enhanced Respite Funding Requirements**

13.1.1 A child who meets the general eligibility criteria for DFSC (see **section 6.2**) and whose funding needs exceed the \$2400 per month maximum available through DFSC may be eligible for funding provided under Enhanced respite funding.

13.1.2 Enhanced respite funding may be authorized and paid in an amount up to the current allowable limits established by the DCS, as outlined in the Funding Rate Guidelines (Appendix A). Enhanced respite funding will be subject to available resources and the DFSC Program Income Guidelines.

13.1.3 Enhanced respite funding provides funding to assist families to support their children at home when their children's care and support needs are considered extremely challenging, and they require comprehensive, highly structured and skilled forms of support and intervention. This funding assists families to hire support workers who have specialized training, education or experience related to the needs of the child.

13.1.4 Enhanced respite funding does not provide funding for fulltime 24/7 in-home support or compensate parents for supporting their children with disabilities, or replace public school or early intervention programs.

13.1.5 To be eligible for Enhanced respite funding, a child and their family must meet all of the requirements of the DSP/DFSC Program.

13.1.6 In addition to the DFSC general eligibility criteria (6.2), a child must:

- a) have extremely challenging care and support needs that are not adequately addressed through their current DFSC funding;
- b) have care and support needs that are assessed at, or exceed, an overall range of 3 or 4, as determined by the Support Assessment Tool (SAT);
- c) require the involvement of healthcare practitioners from two or more disciplines; and
- d) requires one or more of the following:
  - i. highly structured behavioural approaches and interventions due to their predictable or unpredictable behaviours, which pose a significant level of risk to themselves or others. These behaviours may include but are not limited to physical aggression or property damage;
  - ii. highly skilled behavioural support techniques, monitoring, and intervention by their family or a skilled caregiver(s) due to their behaviours which impact their ability to independently carry out their own personal care; or
  - iii. skilled techniques, monitoring, and observation by their family or a skilled caregiver(s) due to their significant physical and personal care needs.

13.1.7 In addition to meeting the requirements of **sections 6.2 and 13.1.6**, one or more of the following family circumstances must be in evidence:

- a) the family, including siblings, is experiencing significant or total disruption of family life and caregiver work/life routine;
- b) the child's primary caregiver is unable to engage in employment or is missing time from work and may be facing potential loss of employment due to their caregiving responsibilities;
- c) the family's daily obligations and caregiving responsibilities are significant because of insufficient family and community support networks;
- d) the family is experiencing significant challenges in accessing resources in their community and this has a significant impact on their ability to carry out their child's care; and
- e) the family is unable to hire and maintain the skilled staff necessary to support their child's specialized care and support needs.

## **14.0 DETERMINING ELIGIBILITY FOR ENHANCED RESPITE FUNDING**

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**14.1 Determination Process**

- 14.1.1 The Care Coordinator will consult with the Casework Supervisor to review supporting documentation and the Care Coordinator's eligibility recommendation.
- 14.1.2 The Casework Supervisor will review all information and documentation and forward their recommendation and all supporting documents to the DSP Specialist.
- 14.1.3 The DSP Specialist will review all documents and make an eligibility recommendation to the DSP Director who may approve Enhanced respite funding.

**15.0 FUNDING REVIEW AND REASSESSMENT FOR ENHANCED RESPITE FUNDING****15.1 Review and Reassessment Process**

- 15.1.1 The first review of a child's and family circumstances will be conducted by the Care Coordinator within three (3) months of the family receiving Enhanced respite funding. Subsequent reviews will be conducted semi-annually or as the child's needs or the family's circumstances change.
- 15.1.2 If an adjustment in funding is requested, a full reassessment is required.
- 15.1.3 A full reassessment will be completed when:
  - a) the child's care and support needs have changed significantly;
  - b) the child's family experiences significant changes in their circumstances which impact their ability to support their child.
- 15.1.4 Reviews and reassessments will be completed by the Care Coordinator in consultation with the child and their family.

**16.0 COMMUNITY SERVICES / HEALTH AND WELLNESS COLLABORATIONS****16.1 Collaboration Process**

- 16.1.1 There are circumstances when assistance from both DCS and the Department of Health and Wellness (DHW) are provided to a participant. In these circumstances the Care Coordinator will:
  - a) identify the sources of funding and services available through the DHW;
  - b) ensure the participant's consent form has been signed;
  - c) contact the Nova Scotia Health Authority Care Coordinator to determine the type and level of service or the amount of funding provided; and
  - d) ensure there is no duplication of funding and services.

**17.0 HOSPITALIZATION OR ABSENT FROM HOME****17.1 Reassessment Process When Absent from the Home**

- 17.1.1 The Care Coordinator will ensure there is no disruption in monthly funding when a child is temporarily absent from their home for less than 30 days for the purposes of vacation, visiting family, and hospitalization, in accordance with the [DSP Program Policy](#).
- 17.1.2 The Care Coordinator will seek approval from the Casework Supervisor to continue to provide DFSC supports, as required, during absences beyond 30 days, when there is confirmation that the participant is returning to their home and the return date is known.

**18.0 TRANSFER****18.1 Transfer Process**

- 18.1.1 When a child's circumstances have been reviewed and it is determined that they require support which exceeds what can be provided in the DFSC Program, they will be assisted to secure an alternate DSP Program support option which meets their needs, within available DCS resources. A wait list may apply.
- 18.1.2 When a child requires a transfer to an alternate DSP Program support option, DSP staff will follow the [DSP Program Policy](#) regarding planning for these transfers. The transfer plans will be discussed and developed in cooperation with the child's family, and their personal support network when appropriate.
- 18.1.3 When a child's circumstances have been reviewed and they are determined to be ineligible for the DFSC Program and alternative DSP Programs, the Care Coordinator will meet with the child, the child's family and their personal support network when appropriate, to develop a transition plan.

**19.0 APPLICATION**

- 19.1 This policy applies to all DSP staff, applicants, DFSC participants, their families and any person acting on their behalf.

**20.0 ACCOUNTABILITY****20.1 Responsibility of DSP Employees**

- 20.1.1 All DSP staff, applicants, DFSC participants, their families and persons acting on their behalf are responsible for complying with this Policy.
- 20.1.2 Casework Supervisors and DSP Specialists are responsible for the fair and consistent

application of the policies, related guidelines, and procedures as a part of case management supervision duties and responsibilities.

- 20.1.3 The DSP Executive Director, DSP Program Director and DFSC Program Coordinator are responsible for ensuring the policy is effective in enabling DSP staff to deliver the DFSC Program in an efficient and cost-effective manner.
- 20.1.4 The DSP Division is responsible for ensuring that the DSP staff has access to appropriate training.

## **21.0 MONITORING**

### **21.1 Provision of the DFSC Program**

- 21.1.1 The DSP Division is responsible for ensuring that an effective ongoing review and periodic evaluation is in place to determine that the DFSC Program is meeting its objectives.
- 21.1.2 The Deputy Minister, Associate Deputy Minister, and Senior Management are responsible for monitoring the effectiveness and consistent application of this Policy.

APPENDIX – A – FUNDING RATE GUIDELINES

SUPPORTS REQUESTED	RATES
<ul style="list-style-type: none"> <li><b>DFSC Respite and Exceptional Circumstances (up to a combined total of 2,400/month)</b></li> <li><b>Enhanced respite funding (up to an additional \$1,600/month)</b></li> <li><b>The combined total of Respite, Exceptional Circumstances and Enhanced respite funding must not exceed \$4,000/month</b></li> </ul>	
<b>Monthly respite</b> (short breaks including weekend breaks) as per SAT	up to \$1000/month
<b>Before and/or after school child care subsidy – children 12 and under</b>  When additional specialized/skilled care and support is required that is directly related to the child's disability (e.g., extensive personal care or intensive behavioural support and programming).	up to \$390/month
<b>Evening support - Children over 12</b> (related to parents' work schedule)	up to \$1,750/month
<b>Evening support child care subsidy - Children 12 and under</b> (related to parents' work schedule)  When additional specialized/skilled care and support is required that is directly related to the child's disability (e.g., extensive personal care or intensive behavioural support and programming).	up to \$390/month
<b>Overnight weekday support</b>  Intermittent breaks provided to parents when their child or adult family member is experiencing prolonged nighttime sleep disturbances.	up to \$1,400/month

APPENDIX – A – FUNDING RATE GUIDELINES

<b>Daytime weekend child care subsidy - Children 12 and under</b> (related to parents work schedule)	
When additional specialized/skilled care and support is required that is directly related to the child's disability (e.g., extensive personal care or intensive behavioural support and programming).	up to \$65/month
<b>Daytime weekend support - Children over 12</b> (related to parents work schedule)	up to \$250/month
<b>Overnight weekend support for children 12 and under</b>	Up to \$800/month
<b>Overnight weekend support for children over 12</b>	Up to \$800/month
<b>Vacation</b> – Annual funding to provide relief to a caregiver.	up to \$1000/calender year or \$84/month
<b>Other</b>  Consultation will be held with the DSP Specialist and must not exceed the current allowable DFSC Funding limits.	up to \$200/month