



# Expenditure Guide

## For: Consumer Support Grant Family Support Grant

**Please Note:** Dakota County is committed to supporting opportunities that afford all participants the ability to live in an inclusive community and pursue a life of their own choosing.

Consumer Directed Services is a flexible option that uses state/county funding to build supports for participants. The primary philosophy of the funding is to help the participant build upon and develop their skills, address health and safety concerns, and promote inclusion and overall development.

The budgeted services or items **must** be person focused, include outcomes, be fiscally responsible, and address the health, safety, and developmental concerns for the participant. Approval of a plan is dependent upon these principals being addressed and thoroughly explained in the plan.

Funds may be budgeted in a plan for services and items when Medical Assistance or Private Insurance will not cover the cost. This Expenditure Guide provides our typical guidelines, possible exceptions may be considered when circumstances warrant.

### Forms & Information Website:

<http://www.co.dakota.mn.us> search for CSG or FSG

# Acronyms/Definitions

**CDS** - Consumer Directed Services refers to the self-directed programs (CDCS, CEED, CSG and FSG) and gives participants more choice and responsibility for their services and supports by allowing participants to choose the services and supports that fit their needs. Participants are able to decide when they should receive services and supports and hire the people they want to deliver those services and supports. In this expenditure guide, CDS refers specifically to the self-directed programs of CSG and FSG.

**CSG- The Consumer Support Grant** (CSG) is a state-funded alternative to Medicaid home care services of Personal Care Attendant (PCA) Services, Home Health Aide (HHA) Services, and/or Private Duty Nursing (PDN).

**DHS - Minnesota Department of Human Services** is the state agency that provides Minnesotans with a variety of services intended to help people live as independently as possible. Working with many others, including counties, tribal nations and managed care organizations, DHS administers health care coverage, economic assistance and a variety of services for children, people with disabilities and older adults.

**EAA – Environmental accessibility adaptations** are physical adaptations to a participant’s primary home and/or primary vehicle to ensure his/her health and safety or that enable him/her to function with greater independence.

**FICA – Federal Insurance Contribution Act** is a US federal payroll tax.

**FUTA - Federal Unemployment Tax Act** is a federal employer tax

**FSG – The Family Support Grant Program** provides cash grants to families of children, under 25 years of age with a certified disability, residing in the family home.

**FMS - Financial Management Services** provide help with financial tasks, billing and employer-related responsibilities for people who self-direct their services through Consumer Directed Community Supports (CDCS), the Consumer Support Grant (CSG) and Community First Services and Supports (CFSS). These services are provided by financial management services (FMS) providers.

**ICF/DD: Intermediate Care Facility for persons with Developmental Disabilities** is a residential facility licensed as a health care institution and certified by the Minnesota Department of Health to provide health or rehabilitative services for people with developmental disabilities or a related conditions who require active treatment.

**MA – Medical Assistance** is Minnesota's Medicaid program for children and families, pregnant women, seniors, and people who are blind or have a disability.

**MAC – Modification Approval Committee** reviews modification requests and determines approval for modification to home and vehicle that are disability related

**MHCP: Minnesota Health Care Programs** are DHS-administered programs that include Medical Assistance (MA), Minnesota Care, Minnesota Family Planning Program, Home and community based-waiver programs, and Medicare Savings Programs.

**MTM – Medical Transport Management** coordinates non-emergency medical transportation (NEMT) for fee for service Medical Assistance recipients in the Metro Twin City area. MTM arranges transportation for

recipients to help them get to their medical appointments at clinics and urgent care facilities. MTM will also reimburse parents for medical mileage to transport MA participants to medical appointments. For questions about the reimbursement process, please call 1-888-513-0703

**PCA** - Personal care assistance services provide assistance and support for persons with disabilities, living independently in the community. This includes the elderly and others with special health care needs.

**PTO** – Paid Time Off administered through the Fiscal Management Service provider as negotiated between SEIU Healthcare MN and the State of MN.

**SLS**- Supported Living Services is a residential habilitation service that provides services to a person who requires daily staff support for challenging behaviors, medical needs, physical needs and/or life skills

**SUTA**- State Unemployment Tax Act is state employer tax

**USDA**- United States Department of Agriculture is the federal executive department responsible for developing and executing federal laws related to farming, forestry, rural economic development, and food.

## **CSG/FSG EXPENDITURES ALPHABETIZED**

**Adaptive Clothing** –See “Clothing”

**Adaptive Equipment** – Allowed with a disability related need documented in the plan and when not covered by (Medical Assistance) MA or other insurances.

**Additional Square feet to houses** – Not Allowed. See Environmental Accessibility Adaptations (EAA)

**Advocacy Memberships** – Allowed with a disability related need documented in the plan.

**Alternative Therapy** – Alternative therapies and treatments that are not covered by insurance/MA may be allowed with disability related need. For example, therapeutic horseback riding, music therapy, auditory training, vision training and brain training may be allowed with disability related need documented.

Experimental Treatment and Therapies are not allowed

**Beds** – beds are considered typical household responsibilities. With a documented need and detailed justification included in the CDS plan, adapted beds or adaptations to a bed may be allowed if not covered by Medical Assistance (MA) or insurance. Larger beds due to a child’s growth are considered parental responsibility.

Enclosed beds may be covered through Medical Assistance (MA) when considered medically necessary and the least costly alternative. Generally, such confinement is not medically necessary nor the least costly way of managing seizures or behaviors such as head banging, rocking, etc. MHCP believes there is no clear-cut medical justification for enclosed beds. The real need is to proactively address with intervention the underlying medical or behavioral issues that give rise to the risk of harm. MA coverage will be considered for members who have documented evidence of unsafe mobility (climbing out of bed and moving round the home, not just standing at the side of the bed). Visit the MHCP Provider Manual for more information on Hospital Beds.

If an enclosed bed is not approved by Medical Assistance (MA), it cannot be allowed on the CSG plan.

**If on FSG**, the participant must meet the following criteria:

Diagnosis of one of the following:

- Brain injury
- Moderate to severe cerebral palsy
- Seizure disorder with daily seizure activity
- Developmental disability
- Severe behavioral disorder
- Documentation of a specific risk from unrestricted mobility including
- Tonic-clonic type seizures
- Uncontrolled perpetual movement related to diagnosis
- Self-injurious behavior

Documentation must show that you have tried or considered, and rejected less costly alternatives, including any of the following (not all-inclusive):

- Padding around a regular or hospital bed
- Placing the mattress on the floor

- Medications to address seizures or behaviors
- Behavior modification strategies
- Helmets for head banging
- Removing safety hazards from the recipient's bedroom and using a child protection device on the doorknob
- Baby monitors to listen to the member's activity

**Bed Linens** – are considered typical household responsibility, with a documented need and detailed justification included in the CDS plan, bed linens may be allowed. Typical wear and tear are not allowed. See "Property Damage".

**Behavioral Rewards/Reinforcers** – Rewards that are household responsibility or recreational activities are not allowed unless part of a structured behavioral plan. The Behavior Support Plan must be written in consultation with a professional (therapist, skills worker, behavioral analyst, school psychologist) and described in detail in the CDS plan. The Behavior Support Plan must include target behaviors to be addressed, a structured reinforcement schedule, and list of effective rewards. Only items approved on the CDS plan will be reimbursed by an FMS. Gift cards and monetary awards are not allowed. An alternative to monetary rewards could be a token economy strategy which allows the participant to work toward an approved reward identified in the behavioral plan. Progress on behavioral goals must be updated annually in the CDS plan.

**Bikes** – are considered typical household responsibilities. Larger bikes due to a child's growth are considered parental responsibility. With a documented need and detailed justification included in the CDS plan, adapted bikes or adaptations to a bike may be allowed. Expenditures over \$3,500 must include detailed justification in the CDS plan.

**Books, Subscriptions and Software** – are considered typical household responsibilities. With a documented need and detailed justification included in the plan, books, subscriptions, and software may be allowed. See Training for Caregiver.

**Cameras for Monitoring** – see Video Monitoring System/Cameras

**Camp as Caregiver Relief** –camp is considered typical household responsibility. With a documented need and detailed justification included in the CDS plan camp as caregiver relief may be allowed. See Habilitation Activities (Skill Building).

**Caregiver Relief – Unlicensed/Informal** – may be allowed for in-home and out-of-home settings. Caregiver Relief is used when the primary caregiver is absent. Caregiver Relief staff must be paid an hourly rate for ALL hours worked, including sleep time. A daily rate is not allowed. For Licensed/Formal respite – See Respite.

**\*\*Whenever staff is paid for support through the Family Support Grant (FSG), the parent is the employer and is responsible for all Employer and Labor Tax laws.**

**Caregiver Relief (formerly Respite Care) Unlicensed/Informal – Out of Home**

The term 'respite' may only be used to describe a licensed provider.

- Unlicensed/informal providers of caregiver relief must be paid hourly through the FMS (Fiscal Management Service)
- Unlicensed/informal providers of caregiver relief working overnights must be paid hourly. There are no daily rates for Caregiver Relief.
- Daily Rates can only be paid to licensed providers.

**\*\*Whenever staff is paid for support on FSG, the parent is the employer and is responsible for all Employer and Labor Tax laws. This requires the parent to provide their Social Security Number and complete the [W-9 form](#). On FSG, payment of wages to one provider of caregiver relief is limited to no more than \$599 in a calendar year per provider.**

**Car Washing Services** - is considered typical household responsibility. With a documented disability need and detailed justification included in the plan, internal car wash services may be allowed.

See also "Property Damage".

**Cell Phone** –cell phones and cell phone service are considered typical household responsibilities. With a documented need and detailed justification included in the plan, a cell phone may be allowed. Cell phone purchase up to \$150 and cell phone service up to \$40 per month are allowable. This includes prepaid and monthly contract options.

Examples when a cell phone may be allowed:

1. Need for 24-hour emergency assistance, including on-call counseling and problem solving and/or immediate response for assistance at a person's home due to a health or personal emergency
2. Global Positioning System (GPS) requiring cell phone service.
3. Rideshare Transportation services requiring smart phone (such as Lyft and Uber).
4. Substitution for Support Staff Supervision to promote independence

**Child Care/Day Care** – is considered typical parental responsibility for children age 10 years and younger. With a documented need and detailed justification included in the CDS plan, childcare for children age 10 and younger may be allowed.

Examples when childcare for children age 10 and younger may be allowed:

- Intermittent childcare may be used as Caregiver Relief (formerly Respite)
- The difference between the cost of regular day care and specialized day care due to disability
- Child care for children over the age of 10 is allowed to meet supervision needs.

**Child Care of Non-disabled Siblings** - May be allowed if plan documents the disability related need AND is required so that primary caregiver may implement needed therapies for child with a disability. **\*\*Whenever staff is paid for support on FSG, the parent is the employer and is responsible for all Employer and Labor Tax laws. This requires the parent to provide their Social Security Number and complete the [W-9 form](#). On FSG, payment of childcare to an unlicensed provider is limited to no more than \$599 in a calendar year per provider.**

**Chore/Housekeeping Services** – such as lawn mowing, snow removal, and/or housekeeping are considered typical household responsibilities. These services may be allowed when the participant has support needs that do not allow household members to safely complete these tasks. When chore services are allowed, consider the following:

- Rational for expenses should include why other household members are unable to complete this household responsibility.
- Lawn mowing is allowable. Additional lawn care services are considered typical household responsibility and are not allowed.

- Following Environmental Accessibility Adaptations guidelines for fencing up to 300 lineal feet, lawn mowing may be approved up to 10,000 square feet or approximately ¼ acre.
- Housekeeping services are allowed. If housekeeping is provided by Support Staff, the hourly wage is allowed but cleaning supplies are unallowed. See Cleaning Supplies for additional information.

**Cleaning Supplies** – cleaning supplies are considered typical household responsibility. Cleaning supplies may be allowed if the participant has an identified disability related need. Only the difference between the typical cost and organic cost may be allowed, if disability related. Cost must be comparable to similar supplies offered at retailers like Target or Walmart.

**Clothing** – Clothing is a typical household responsibility. Clothing purchased through a specialty store with adaptations or specific alterations may be allowed when disability need is documented in the plan. Clothing and shoes needing replacement due to excessive wear and tear related to a disability may be allowed as “Property Damage”. See Property Damage.

Sensory friendly clothing is not allowed unless the cost of the item is significantly more than a similar non sensory friendly item. Only the difference between typical and sensory friendly clothing cost may be allowed.

**Community Activities** – community activities, particularly activities for leisure and recreation, are considered typical household responsibility. With a documented need and detailed justification included in the CDS plan, community activities may be allowed. All community activities must be directly related to the participant’s disability and the CDS plan must outline specific goals, action plan, frequency of activities, and measure of success.

Examples when community activities may be allowed:

- The activity replaces a formal service or support
- Related to specific goals of skill development and increased sensory tolerance
- Adapted activities, such as Special Olympics, Project Explore, Miracle League, etc.
- Enrichment classes such as karate, music lessons, art classes, etc. may be allowed with a written recommendation from a therapist/teacher/provider

Activities are limited to a couple of opportunities per year that focus on specific goals. Equipment costs are not allowed, unless adapted or specialized for the individual. Related staff time and mileage is allowed. All activities must be cost effective.

**Community Education Classes** – see Community Activities.

**Computers/Tablets** – computers and tablets are considered typical household responsibility. With a documented need and detailed justification included in the CDS plan, computers and tablets may be allowed. Computers and tablets may be purchased on CDS once every three years, up to \$1200 for computers and \$700 for tablets. Expenditures over these amounts must include detailed justification in the CDS plan.

When computers and tablets are allowed, consider the following:

- Either a computer or an electronic tablet may be purchased once every three years. The CDS plan should include a description of which device works best for the participant. Seek recommendation from providers, therapists, and teachers to make an informed decision.
- To prevent damage to the device, the CDS plan should include a description of safe-guards and prevention plan. A protective case and extended warranties should be included on requests for all tablet and portable devices. For replacement due to damage, See – Property Damage.
- When used solely as an [Augmentative Communication Device](#), tablets may be covered by MA therefore are not allowed on CDS.

- In the event of theft, the recipient must file a police report for a replacement to be considered.
- For apps and software, See – Books, Subscriptions and Software.

**Diapers/Briefs** – see Incontinence Products

**Educational Costs** – are not allowed, including public, private, homeschool, and post-secondary education. The school district or the participant are financially responsible for education related costs. Educational toys/supplies that are disability related and supplement learning may be allowed with a documented need and detailed justification included in the CDS plan. Educational training costs for caregivers may be allowed, see – Training for Caregivers.

Community Education courses may be allowed with a documented need and detailed justification included in the CDS plan. See – Habilitation Activities (Skill Building).

Some post-secondary institutions provide disability related, independent living curricula. Examples of these programs include: Bethel’s BUILD Program, Minnesota Independence College and Community (MICC), Beyond Limits, Central Lakes College Occupational Skills Program, and Ridgewater College Occupational Skills Program. In general, tuition, room and board and meals are not allowed on CDS. While the full cost of tuition is not allowed, some components of these programs may be allowed if disability related. Itemized statement of supports and curriculum should be included in the CDS plan.

**Employee Health Insurance** – Allowed.

**Employer Costs** – Employer costs such as payroll costs for FICA, FUTA, SUTA, Workers Compensation, wages, employer shares of benefits, employee insurance coverage for direct support workers, paid time off (PTO) and liability insurance are allowed. FMS fees are allowed. See Fiscal Management Services

**Environmental Accessibility Adaptations (EAA)** – modification to home and vehicle that are disability related may be allowed. All modification requests anticipated to cost over \$5000 must follow the [EAA Home Modification Workflow](#):

- Determine Modification Need with Case Manager
- Review [EAA Process and Approval Guide](#) and [EAA Home Modifications Participant Guide- What to Expect \(DAK 7510\)](#) with Case Manager
- Case manager submits [EAA Project Request and Approval Form \(DAK 7020\)](#) to Modification Approval Committee (MAC) for approval
- Modification Approval Committee (MAC) will review request and makes the determination of approval
- If Modification request is approved, Case Manager will make a Referral to EAA Home Modification Assessor.

For adaptations/modifications under \$5000, providers must provide proof of license, submit providers’ liability insurance certificate to participant. All adaptations/modifications under \$5000 must be reviewed and approved by Case Manager/Supervisor.

Shared adaptations/modifications: Shared modifications amongst multiple participants require an assessment, work scope, and cost breakdown specific to each participant.

Home modifications that add any square footage are not allowed, except for an accessible bathroom. For more information, see [CBSM – Additional square footage](#).

**Essential oils** – essential oils are considered a typical household responsibility or choice. With a documented need and detailed justification included in the CDS plan, essential oils may be allowed. Using essential oils as an insect repellent or household cleaner is not allowed.



Essential oils may be allowed when:

- Cost is \$15 or less per bottle of oil, based on typical cost effectiveness.
- Purchasing one essential oil per need to determine which oil is benefitting the participant.
- Name of oil purchasing and how it addresses the participants' needs related to their disability is included in the CDS Plan.

**Fences** – See Environmental Accessibility Adaptations (EAA). Approval needed by Modification Approval Committee (MAC).

Typically used to enclose an outdoor area that will provide adequate freedom of movement while ensuring the safety of the participant from elopement.

- The fence should not replace supervision needs of the participant.
- The homeowner remains responsible for any decorative posts and/or fence tops and for upgrading to comply with neighborhood covenants.
- The maximum expenditure limit is \$45.00 per lineal foot for up to 300 lineal feet (Maximum of \$13,000). It is recommended that a 6-foot fence be installed to allow for growth of the participant over time.
- Fences at rental property are not allowed except in extenuating circumstances and with property owner approval.

**Fiscal Management Services (FMS) Fees** – are required as a part of the support plan based on the fee structure of each individual FMS.

**Food** – Is not allowed. Room and board costs are not allowed. See “Special Diets”.

**Furniture** - Typical furniture is not allowed. Also see “Property Damage”.

**GPS Device** – Global Positioning Device and monthly service fee are allowed when the participant has safety concerns with elopement and/or is not able to communicate their location and personal information to a person in the community. See - Vitals Aware Services

**Guardianship/Conservatorship Costs** – Are not allowed as a person without money/indigent may have their court costs paid through a state program called “In Forma Pauperis”. Your attorney will help you through this billing process. Your county case manager can coordinate the County Guardianship Committee as needed.

**Habilitation (Skill Building) Materials** – May be allowed. Materials that look very similar to parental responsibility (such as toys, etc.) or recreational activities (videos, books) must be related to a skill building program/plan that is described in detail, (i.e. targeted skills, plan for teaching skills and description of method of teaching targeted skill in the CDS plan (Things that are “un-allowed”, such as tickets, food, going to restaurants may not be purchased.) Funds may not be used for violent/M- rated video games.

**Home Modifications** – See Environmental Accessibility Adaptations (EAA).

**Home Schooling Costs** – Are not allowed. Education is considered the school’s financial responsibility. The decision to home school is a personal choice.

**Incontinence Products** – Medical Assistance benefit for diapers, briefs and incontinence products must be utilized first, if eligible. Additional products exceeding MA limits and typical use are allowed with

documented need and justification in the plan. Swim diapers for children over the age of 4 may be allowed.

**Insurance for personal use or employees** - Is not allowed except for insurance costs related to employee coverage.

**Insurance or warranties for adaptive equipment/electronics** – May be funded to protect equipment or electronic devices when disability related need is described in the support plan.

**Internet** – Is allowed when a disability related need is documented in the plan. We encourage families writing their own plans to communicate electronically. Allowed up to \$40/month per household.

**Laundry Costs** – Excess laundry due to disability related needs may be reimbursed by the load only up to \$6.00/load. The number of allowed loads must exclude the number of weekly loads every person typically completes regardless of disability. The average all-inclusive cost of doing a load of laundry is \$6 per load. Laundry detergent purchases are NOT allowed.

**Legal Fees** – Not Allowed.

**Maintenance/Repair** – Of recipient's disability related equipment or due to disability related property damage is allowed when within typical costs.

**Medical Mileage** – Mileage to and from medical appointments is not allowed. Medical Mileage is reimbursable thru MTM. MTM coordinates non-emergency transportation for fee for service MA recipients.

To Schedule, cancel or change transportation, please call 1-866-467-1724 with at least three business days' notice.

**Mileage Reimbursement** – To parents and staff is allowed for disability related mileage only. Mileage reimbursement cannot exceed the county mileage reimbursement rate. Mileage must be documented with the FMS and available for review. Bus passes may be allowed if the participant is unable to drive themselves.

**Modifications** – Modifications & Adaptations with a documented disability related need documented in the support plan may be fundable. Modifications/ projects over \$5,000 require 2 bids for the requested modification to determine cost effectiveness. Modification must be related to the individual's needs, disability and/or health and safety.

- All modification/projects under \$ 5,000 will be pending until the 2 bids are reviewed and approved by case manager and their supervisor.

For modifications over \$5,000, see Environmental Accessibility Adaptations (EAA). Vehicle and home modifications must be approved by Modification Approval Committee (MAC)

**Music Lessons** – are considered typical household responsibilities. With a documented need and detailed justification included in the plan Music Lessons may be allowed, when inclusion in a typical band/music setting is the goal. Instrument costs are not allowed. (see Habilitation/Skill Building)

**Music Therapy** – allowed with a disability related need **and** when provided by a music therapist. Instrument costs are not allowed.

**Over the Counter Meds** – Allowed when the disability related need vs typical household responsibility is documented in the support plan.

**Paid Parent of Minor** – See Support Staff – Parent/Guardians/Spouse

**Parking Cost to parents or support staff** – Allowed when transporting the participant to and from work, community activities and alternative therapies in which a parking cost is incurred and not reimbursable by Medical Assistance.

**PCA (Personal Care Assistant) Staff** - are ONLY those that are providing PCA services through a certified PCA agency. **All other staff is considered “Support Staff”.**

**Personal Care Supplies that** are disability related and are above and beyond typical use are allowed when described in the support plan. Examples may include Dentist recommended toothbrush due to disability need, gloves, and medicated lotions.

**Personal Care supplies not disability related** – Not allowed

**Pets and Related Costs** – Are not allowed. Therapy animals are not funded. Certified Service Animal Training relating to the recipient’s disability may be considered if not funded by through another source.

**Property Damage** – Parents/Caregivers are expected to take protective/preventive measures to protect their property when recipient is prone to property damage behaviors. Lifestyle choices such as expensive large TV’s, china, etc., will not be replaced. Property damage to common household items may be replaced when directly related to the recipient’s disability and there must be a **documented behavior prevention plan prior to replacing the item to prevent repeat replacements**. Prevention plans may include behavioral program for prevention, behavioral intervention techniques, training, and environmental adaptations. Increased parental supervision or staff supervision alone is not an acceptable behavior intervention plan. When considering whether property damage can be used, remember it must be a fiscally responsible use of taxpayer dollars. Normal wear and tear and age of the item will be considered in approvals. Excessive wear and tear as related to the recipient’s disability may be considered. When requesting replacement of an item used by the whole household, only a portion may be covered. A individual cost over \$200.00 requires Case Manager approval.

**Playsets (Outdoor)/Swing sets** – Are a typical household expense. Sometimes, due to disabilities one may need more than a typical household swing set. (Sensory needs for a specific type of swing, or person’s size are larger than the typical play set, etc.) In these cases the disability related needs should be documented in the support plan (Think in terms of what is the reason why a typical swing set that the household would purchase can’t meet the needs.) When a swing set/playset is approved, it is generally allowed up to \$3,000.00.

**Ramps** – are allowed when a disability need is identified in the Support Plan.

**Record Keeping Costs** – Such as postage, copying, print cartridges, supplies are allowed as identified in the support plan when you can document the disability related needs for these items.

**Recreational/ Leisure Activities** – Are not allowed as such. See “Community Activities”.

**Respite Licensed/Formal** – may be allowed. Respite in an ICF/DD or hospital setting cannot be utilized while the participant in on CSG. Respite in a Supported Living Services (SLS) can be funded through CSG plan. For Unlicensed Informal Respite care – See Care giver Relief.

**Rewards** – See Behavioral Rewards/Reinforcers.

**Room and Board** – Is not allowed.

**Safety Equipment** - Such as alarms, monitors, and shatterproof windows are allowable expenditures when based on disability related needs. (Household safety based on neighborhood is considered household responsibility). Monthly monitoring fees or services may be allowable only under extenuating circumstances.

**Sensory Friendly Clothing** - is not allowed, unless the cost of the item is significantly more than a similar non sensory friendly item. Clothing as a general rule is a parental or participants' responsibility. If it does cost more, only the difference is allowed with a disability need.

**Sensory Supplies and Equipment** – Allowed as recommended by specialist when you list them on your approved support plan. Any sensory item costing more than \$200 requires case manager's approval before purchase.

**Skill Building Activities and Materials** – Are allowed when directed toward increasing and maintaining physical, intellectual, emotional and/or social functioning. See also "Community Activities" and "Educational Costs". Specifics of what you plan to purchase must be documented in your support plan. Any skill building item costing more than \$200 requires case manager's approval before purchase.

**Socialization** - Is not allowed. See "Community Activities" and "Skill building Activities and Materials".

**Special Diets** – Are allowed when prescribed by a physician who is enrolled as an MHCP (MN Health Care Programs) provider.

The MN Department of Human Services allows only the following diets:

- Anti-dumping diet – 15% of Liberal Food Plan (LFP)
- Controlled protein diet (40-60 grams and requires special products) – 100% LFP
- Controlled protein diet (less than 40 grams and requires special products) – 125% LFP
- Gluten free diet – 25% LFP
- High protein diet – 25% LFP
- High residue diet – 20% LFP
- Hypoglycemic diet – 15% LFP
- Ketogenic diet – 25% LFP
- Lactose free diet – 25% LFP ( )
- Low cholesterol diet – 25% LFP
- Pregnancy and lactation diet – 35% LFP

Special diet monthly allowable amounts are based on the Official USDA Food Plans: Cost of Food at Home Liberal Plan.



**Official USDA Food Plans: Cost of Food at Home at Four Levels,  
U.S. Average, January 2021 <sup>1</sup>**

Age-gender groups	Weekly cost <sup>2</sup>				Monthly cost <sup>2</sup>			
	Thrifty plan	Low-cost plan	Moderate-cost plan	Liberal plan	Thrifty plan	Low-cost plan	Moderate-cost plan	Liberal plan
<b>Individuals <sup>3</sup></b>								
<b>Child:</b>								
1 year				\$42.40				\$183.80
2-3 years				\$47.00				\$203.70
4-5 years				\$49.90				\$216.20
6-8 years				\$66.30				\$287.20
9-11 years				\$76.00				\$329.50
<b>Male:</b>								
12-13 years				\$84.70				\$367.20
14-18 years				\$85.70				\$371.30
19-50 years				\$89.00				\$385.40
51-70 years				\$82.80				\$358.60
71+ years				\$82.70				\$358.40
<b>Female:</b>								
12-13 years				\$73.40				\$318.20
14-18 years				\$73.30				\$317.40
19-50 years				\$79.00				\$342.50
51-70 years				\$73.90				\$320.20
71+ years				\$72.80				\$315.50

**Storage/Locked cases** – For specific equipment related to the disability and safety maybe funded. Sheds are considered typical household expense.

**Strollers** – Are allowed when adaptive or beyond a typical parental responsibility for same age peers.

**Summer Activities** – Are not allowed. See “Community Activities”.

**Support Planner** - is allowed. A support planner can be responsible for assisting with developing, implementing and managing the plan and/or hiring and training staff.

**Support Staff** – Is allowed through CSG and FSG. Support staff being paid through the CSG program, must be employed through the Fiscal Management Service (FMS) provider PRIOR to working with the participant.

- Time worked must be documented through FMS timecards for CSG.
- For FSG time worked is documented by completing the [Support Usage Verification \(DAK7109\)](#)
- Typical Support Staff wages are \$13.25-\$16 per hour. Minimum hourly wage is \$13.25/hour. Hourly wages over \$16 must include justification written in the plan.
- Hourly wage must correspond with the participant’s identified needs.
- Typical Support wages are between \$13.25 - \$16.00 – based on needed expertise. – Minimum hourly wage is \$13.25. Hourly wages over \$16 must include justification written in the plan.
- Staff hours may not work more than 40 hours weekly without prior approval.

**\*\*Whenever staff is paid for support through the FSG program, the parent is the employer and is responsible for all Employer and Labor Tax laws. This requires the parent to provide their Social Security Number and complete the [W-9 form](#). On FSG, payment to an individual staff is limited to no more than \$599 in a calendar year.**

**Support Staff – Parent/Guardian/Spouse** - Is allowable for Paid Parent of Minor, Legal Guardian of minor, and Paid Spouse on the CSG program. Parent/Guardian/Spouse as staff must be employed through the Fiscal Management Service (FMS) provider PRIOR to working with the participant. Parent/guardian as staff is **unallowed** on the FSG program.

Paid Parent of Minor, Paid Legal Guardian of minor, and Paid Spouse may be approved if all of the following applies:

- The participant’s staffing need is documented. Staffing needs must be related to the participant’s disability or functional limitation.
- Staffing is approved for activities a spouse or parent of a minor would not ordinarily perform or be responsible to perform. If the spouse or parent must assist the person with tasks beyond what is considered ordinary responsibility (e.g., doing additional laundry for a 12-year-old child who is incontinent, assisting spouse with bathing), the spouse or parent may be paid.
- The CSG plan must include pay rate, work schedule, and job duties that are above and beyond what is considered parental/spouse responsibility.
- Maximum pay rate must not exceed the current PCA rate. Minimum hourly wage is \$13.25/hour.
- All staff time must be actual time spent with the participant. **All staff time must be 1:1, unless otherwise noted.**
- Staff hours may not exceed 40 hours per week combined regardless of the number of parents and/or participants in the household.
- [\(Parent Pay Addendum – DAK7231\)](#) must be included when a parent/guardian of a minor is paid on more than one self-directed plan per household.

Parent Schedule Example:

	M	T	W	TH	F	Sat.-Sun
Jane Doe	6 am-7am	6 am-7am	6am-7am	6 am-7am	6am-7am	8am-9am
John Doe	7am-8am	7 am-8am	7am-8am	7 am-8 am	7am-8am	7pm-8:30pm

**Support Staff – Bonus** – A bonus must relate to an overall compensation package **and/or** outcomes achieved by staff. A bonus is allowed under the CSG program, but not the FSG program.

- The CSG plan **must** include:
  - The timeframe the bonus is to be given
  - Bonus amount given
  - Staff outcomes achieved (e.g. hiring bonus, punctuality, longevity, specialized training, etc.)
- A bonus **must be pre-approved** on the plan 2 months prior to usage and must be a reasonable amount
  - Staff bonuses should be calculated based on the Participant’s service needs and the performance of the staff person.
  - Support Staff bonuses have typically been approved for \$100-\$500, but participant amounts may vary
  - Bonuses for licensed or certified staff, such as nurses, may be higher than bonuses issued to Support Staff

- A bonus **cannot** be paid to use up remaining funds in the budget or attached as a holiday bonus.
- Staff bonuses are intended to support staff retention. Paid Parents of Minors, Legal Guardians of adults and Paid Spouses cannot be paid a bonus.

**Supported Travel** – is allowed to provide supervision and supports for the participant to travel. Supported Travel through a formal agency such as Search Beyond Adventures, Ventures Travel, Wilderness Inquiry etc. may be approved to cover supervision and supports up to \$200 per day. Additional travel costs such as meals and lodging are the participant’s responsibility.

Supported travel using Support Staff may be approved up to \$200 per day. Additional travel costs such as meals and lodging for both the participant and Support Staff are the participant’s responsibility. Overtime wages for Support Staff should be considered in travel planning.

**Swimming Lessons** – only swimming lesson adapted to meet additional needs of the participant related to their disability are allowed. Adaptive swimming lessons are approvable to meet safety concerns/goals. The need for 1:1, instead of group lessons would be considered adapted and allowed.

**Swing Sets/Play Sets** – See “Play Sets”.

**Toys/Games/Videos** – Not allowed. See “Behavior Reinforcers/Rewards” or “Property Damage”.

**Training for Caregiver** –The cost of training and training materials within the State of MN may be allowed if training relates to the participant’s disability. Training outside the State of MN is typically not allowed but may be considered if there is a rare diagnosis/treatment and no in state training is available.

Books, subscriptions, and software related to the participant’s disability may be allowed.

**Tutoring** – may be allowed with a documented need and detailed justification included in the CDS plan. Tutoring can supplement what the school is required to provide through the participant’s Individual Education Plan (IEP). If home schooling is provided, IEP services should first be requested through the local school district to provide additional education supports. Tutoring may be provided by an individual or through a tutoring agency. Assessment and goals should be based on needs identified and documented. Progress should be reviewed and documented annually.

**Utilities** – Funds cannot pay for room and board costs that are not related to the recipient’s disability. If the participant receives a social security benefit, extra utilities costs must be paid out of the participant’s monthly social security.

- To be considered for any reimbursement, overall costs for utilities must exceed the typical cost of utilities for a home that size with that number of occupants.
- The costs for extra water/sewer, electric, heating, cooling, etc., must be documented and the method of determining the cost must be clearly identified in the support plan.
- At a minimum they must exceed \$330 a month for a house or \$85 a month for an apartment and the excess cost is directly attributable to the recipient’s disability.

**Vacation Expenses** – Are not allowed. See – Supported Travel

**Vehicle Adaptations** - Such as lifts, ramps, and tie downs may be allowed if not covered by insurance. See Environmental Accessibility Adaptations (EAA).

**Vehicles** – Are not allowed.

**Video Games & Consoles** – Video games and consoles have become a common activity and expense for families and are considered typical parental responsibility. Video games and consoles may be funded with defined, **recommended** therapeutic needs and goals. Video games and consoles must be related to a skill building program that is described in detail in the Support Plan. If you are requesting an upgraded console and the current console is meeting the described need, a new console would not be allowed. Violent video games are not allowed; this includes any M rated games.

**Video Monitoring System/Cameras** – allowed with a documented disability related need.

Monitoring technology equipment usage and supervision must meet the following four requirements:

1. Allow a caregiver to see, hear or locate a person
2. Be the most appropriate means (and the person's preferred method) to address assessed need(s) and goal(s)
3. Monitor the person in real time
4. Achieve one of the following:
  - Increase independence
  - Address a complex medical condition or other extreme circumstance
  - Reduce or minimize critical incidents
  - Improve the quality of supports.

For minors, the following information must be described in the CDS plan, such as:

- What type of monitoring technology equipment will be used and where?
- What is the goal/outcome of the monitoring technology?
- When will the monitoring technology be used?
- What personally identifiable data or information will the monitoring technology equipment capture?
- Who will have access to the data collected through monitoring technology?

Monitoring technology cannot be for the convenience of the provider. Additionally, the following are prohibited:

- Auto-door and window locks
- Cameras located in bathrooms
- Concealed cameras

**Vitals Aware Services**– this App and associated beacons help to protect the participant by voluntarily communicating critical information in real time to nearby law enforcement and first responders. Vital App and Beacons are allowed. <https://thevitalsapp.com/>

**Vitamins, Supplements** – are considered typical household responsibilities. With a documented disability related need and detailed justification included in the plan vitamins and supplements may be allowed.

**Wheelchairs** – Are allowed if not covered by MA or other insurance.

**Wills and Trusts** – are not allowed with CDS funds.