



NEW BEGINNINGS ENTERPRISES, INC
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION
PROCEDURE

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Corresponding Policy Number: N/A

Regarding: Procedure for Funding Committee

Effective Date: 8.20.09

Revised Date: 11.22.11; 11.26.12

The purpose of this procedure is to identify the process for establishing a funding committee as well as determining and approving funding needs of individuals receiving supports and services in the NBE CDDO area.

1. The funding committee will be comprised of CDDO administration, 1 community member/stakeholder, and one rotating affiliate member.
2. At least 51% of voting members must be present to call a quorum.
3. Agencies requesting funding for individuals served within their agency will abstain from voting. If an agency is requesting funding for an individual receiving services from multiple agencies, only the affected agency must abstain from voting.
4. The funding committee will meet on the third Thursday of each month, unless it notified by CDDO administration of changes due to the third Thursday falling on 15th, holidays, inclement weather, etc. The CDDO will provide a summary of service requests that includes current level of funding and tier information.
5. The committee will hear requests to maintain existing support funds and/or increased funding in the following services:
 - a. Day Supports
 - b. Residential Supports
 - c. In Home Supports / Supportive Home Care
 - d. Personal Assistant Services
 - e. Non-HCBS eligible services
 - f. Home modifications
 - g. Extraordinary Funding
6. Requests for funding must be presented to the CDDO by the 15th of the birth month on NBE CDDO approved forms, Needs Assessment (CDDO Form 022) and Funding Request (CDDO Form 023). New Supported Home Care service request must be submitted on the SHC Needs Assessment (CDDO Form 21) along with a Funding Request (CDDO Form 023).
7. In order to make informed decisions for allocating funds, quarterly financial reports will be provided to the funding committee.
8. Funding committee decisions will be documented on the funding summary at each meeting by CDDO staff. Funding results will be distributed to each member prior to the next meeting and as requested by affiliates not participating in funding committee upon request.



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9. Crisis requests will not be reviewed by funding committee. NBE CDDO will determine if an individual is believed to be in crisis and will work with the affected agency to allocate funding or ensure that a crisis is resolved. Each month, NBE CDDO staff will report crisis decisions to funding committee. Crisis requests will be determined according to NBE CDDO Policy 109.0
10. After an individual has entered into services via crisis, the need for continued support will be reviewed within 90 days of the first day services began. The support documentation should be submitted by a representative of the serving agency and/or the case manager. The CDDO will maintain and submit required documentation if the individual has chosen not to have targeted case management.
11. A funding committee decision may be appealed in writing within 10 days to:

NBE CDDO Director
P.O. Box 344
Neodesha, KS 66757

All appeals will follow New Beginnings Enterprises, Inc. CDDO policy.