

# Applications

## Develop a Plan

Before you begin filling out the application, you must have a good idea of the supports you need and how you will manage these supports if you receive funding. The plan should be person-centered. That means it must be based on what the person with a disability wants and needs.

### Agency Services

If you are planning to hire an agency to provide services, you should find out how much those services will cost.

## Employer Responsibilities

If you are planning to hire employees to provide a support, you should plan on how you will meet employer responsibilities such as taxes and workers compensation. You may need to contact an accountant and get an estimate of accounting costs. You also may need to contact an insurance agent or company to get an idea of Workers Compensation costs. You should figure how much you will be paying your staff and how much you will have to pay in employer taxes.

## Plan Documents

Consider what documentation will be needed. If you are asking for equipment, you should get a letter of medical necessity from a doctor or therapist. You should also get an estimate in writing for the item. If you are asking for a repair or modification related to your disability, you should get a letter of medical necessity from a doctor or therapist. You should also get an estimate for the entire cost of the modification.

Submit a copy of one of the following for each member of the applicant's household:

- The most recent year's income tax returns disclosing the adjusted gross income
- The past three (3) months' pay stubs
- Other verification of income for the past year

## Writing a Plan

If you are writing the plan yourself, you can explain the specific need in your application document. The application may be written by the individual with a disability, a family member, or another individual on their behalf. Remember that the plan for supports should be specific to the wants and needs of the individual and be person-centered.

If you are assisting someone else write the plan, be sure to ask about preferred pronouns. You may be asked to write "He needs" or "She needs" or "They need." If you are assisting with an application, provide your name and phone number on the cover document.

## Applications Kept Anonymous

The Review Team will review the applications with identifying information removed. Try not to use personal names within the application document. If you are writing about an applicant, use their preferred pronoun. When you are writing about others, indicate the relationship rather than the proper name. For example, say "her sister" rather than "Jan Smith."

## Review Your Plan

You should make sure that you can not obtain the supports you need from another program for which you are eligible. You may need to get letters from other possible sources, such as Medicaid or special education, saying you are not eligible for a requested support or service.

# Applications

## Requesting an Application

The application packet contains information about Hart-Supported Living and instructions on completing the application. Read the instructions carefully. You will submit only the application document and required attachments. You can obtain an application by:

Requesting it from your Regional Coordinator

Requesting it from the State Coordinator

Downloading the application from the Hart Supported Living website

## Assistance With Your Application

The application packet contains information about Hart-Supported Living and instructions on completing the application. Read the instructions carefully. You will submit only the application document and required attachments. You can obtain an application by:

### Regional Coordinators

Hart Supported Living offers Regional Coordinators to with applications help and answer questions.

Regional Coordinators may provide assistance or accommodation with completing applications. If an individual cannot write or type, the Regional Coordinator may assist by filling out the application based on dictation. In addition, if English is not the individual or family's primary language, it may be necessary to arrange for translation.

Regional Coordinators may host one or more public meetings in their region and invite individuals who may be interested in applying. A general presentation on how to complete an application can be followed-up by individual assistance. These meetings could be held in community spaces such as libraries, churches, advocacy organizations, etc.

### Assistance

If part of your proposed plan includes hiring staff to provide services, it is strongly recommended that you contact the Regional Coordinator about putting these requests in your application.

Anyone else may also assist you in completing your application. This may include case managers, support coordinators, family, friends, therapists, supported employment agents, home health providers, local advocacy group staff, and others. The only people who cannot help you are Supported Living Council members, since they will be scoring the applications.

## Submitting Your Applications

When you have completed your application, use the checklist provided on the cover page to make sure your application is complete.

# Applications

## Application Deadline

The deadline for submitting a complete application to the Regional Hart Supported Living Coordinator is April 1. This is a firm deadline! An application received after April 1 will not be considered.



Beware of submitting an incomplete application! When applications are submitted, they are reviewed by the Regional Coordinator for completeness and compliance with instructions before they are evaluated by the Review Team. Submitting your application in the month prior to the deadline allows the Regional Coordinator time to review your application and request additional information from you. Nothing additional may be submitted after April 1st.

## Ways to Submit Applications

Through the US postal service, ensuring it arrives by April 1st

Hand delivered to the Hart Supported Living staff office

Electronically through email or website submission

## Application Scoring

The Review Team scores applications on the following criterion:

- Adherence to the principles of supported living
- Potential for success
- Need
- Accountability
- Overall purpose

## If Funded

If a funding recommendation is made, the Regional Coordinator will develop a plan with the recipient based on the funding recommendation. If your application is approved, funds will be available as of July 1st.

## If Not Funded

If the application is not funded, it will be kept on file for the rest of the fiscal year in case funds do become available that year. Please note: applications are not rolled forward from year to year. If you did not receive funds, you will want to try again next year.

## Request Types

One-Time requests are handled slightly differently. Funds are allocated first to ongoing request, and funds remaining within the year are then allocated to one-time requests. You may not be notified of approval for a one-time request until later in the year. If you are awarded an Ongoing Request, you will need to submit a Request for Renewal by February 1st each year.