

STATE: WV

**STATE PLAN FOR
INDEPENDENT LIVING
(SPIL)**

**Chapter 1, Title VII of the Rehabilitation Act of 1973,
as Amended**

**STATE INDEPENDENT LIVING SERVICES (SILS) PROGRAM
PART B**

**Centers for Independent Living (CIL) Program
Part C**

FISCAL YEARS 2014 – 2016

EFFECTIVE DATE: OCTOBER 1, 2013

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PART I: Assurances

State of: West Virginia

Section 1: Legal Basis and Certifications

- 1.1 The designated State unit (DSU) eligible to submit the State Plan for Independent Living (SPIL or the plan) and authorized under State law to perform the functions of the State under the State Independent Living Services (SILS) and Centers for Independent Living (CIL) programs is West Virginia Division of Rehabilitation Services (insert name of DSU). *34 CFR 76.104(a)(1) and (2); 34 CFR 364.22(a)*
- 1.2 The separate State agency eligible to submit the plan and authorized under State law to provide vocational rehabilitation (VR) services to individuals who are blind is West Virginia Division of Rehabilitation Services (insert name of separate State agency). Indicate N/A if not applicable. *34 CFR 76.104(a)(1) and (2); 34 CFR 364.20(d) and 364.22(c)*
- 1.3 The Statewide Independent Living Council (SILC) that meets the requirements of section 705 of the Act and is authorized to perform the functions outlined in section 705(c) of the Act in the State is West Virginia Statewide Independent Living Council, Inc. (insert name of SILC). *34 CFR 364.21(a)*
- 1.4 The DSU and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, and the SILC are authorized to jointly develop, sign and submit this SPIL on behalf of the State, and have adopted or otherwise formally approved the SPIL. *34 CFR 76.104(a)(7); 34 CFR 364.20(c) and (d)*
- 1.5 The DSU, and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, may legally carry out each provision of the plan and will comply with all applicable Federal statutes and regulations in effect with respect to the three-year period it receives funding under the SPIL. *34 CFR 76.104; 34 CFR 80.11(c)*
- 1.6 The SPIL is the basis for State operation and administration of the program. All provisions of the SPIL are consistent with State law. *34 CFR 76.104(a)(4) and (8)*
- 1.7 The representative of the DSU and, if applicable, of the separate State agency authorized to provide VR services to individuals who are blind, who has the authority under State law to receive, hold, and disburse Federal funds made available under the SPIL and to submit the SPIL jointly with the SILC chairperson is Donna Ashworth, Acting Director, WVDRS (Name, title of DSU director) and NA (Name, title of separate State agency director, if applicable). *34 CFR 76.104(a)(5) and (6)*

Section 2: SPIL Development

- 2.1 The plan shall be reviewed and revised not less than once every three years, to ensure the existence of appropriate planning, financial support and coordination, and other assistance to appropriately address, on a statewide and comprehensive basis, the needs in the State for:
 - The provision of State independent living services;
 - The development and support of a statewide network of centers for independent living; and
 - Working relationships between programs providing independent living services and independent living centers, the vocational rehabilitation program established under title I, and other programs providing services for individuals with disabilities. *34 CFR 364.20(f)*
- 2.2 The DSU and SILC conduct public meetings to provide all segments of the public, including interested groups, organizations and individuals, an opportunity to comment on the State plan prior to its submission to the Commissioner and on any revisions to the approved State plan. *34 CFR 364.20(g)(1)*
- 2.3 The DSU and SILC establish and maintain a written description of procedures for conducting public meetings in accordance with the following requirements. The DSU and SILC shall provide:
 - appropriate and sufficient notice of the public meetings (that is, at least 30 days prior to the public meeting through various media available to the general public, such as newspapers and public service announcements, and through specific contacts with appropriate constituency groups and organizations identified by the DSU and SILC);
 - reasonable accommodation to individuals with disabilities who rely on alternative modes of communication in the conduct of the public meetings, including providing sign language interpreters and audio-loops; and
 - public meeting notices, written material provided prior to or at the public meetings, and the approved State plan in accessible formats for individuals who rely on alternative modes of communication. *34 CFR 364.20(g)(2)*
- 2.4 At the public meetings to develop the State plan, the DSU and SILC identify those provisions in the SPIL that are State-imposed requirements beyond what would be required to comply with the regulations in 34 CFR parts 364, 365, 366, and 367. *34 CFR 364.20(h)*
- 2.5 The DSU will seek to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under a project funded under chapter 2 of title VII of the Act and that the DSU determines to be effective. *34 CFR 364.28*
- 2.6 The DSU and SILC actively consult, as appropriate, in the development of the State plan with the director of the Client Assistance Program (CAP) authorized under section 112 of the Act. *34 CFR 364.20(e)*

Section 3: Independent Living Services

- 3.1 The State, directly or through grants or contracts, will provide IL services with Federal, State, or other funds. *34 CFR 364.43(b)*
- 3.2 Independent living services shall be provided to individuals with significant disabilities in accordance with an independent living plan mutually agreed upon by an appropriate staff member of the service provider and the individual, unless the individual signs a waiver stating that such a plan is unnecessary. *34 CFR 364.43(c)*
- 3.3 All service providers will use formats that are accessible to notify individuals seeking or receiving IL services under chapter 1 of title VII about:
- the availability of the CAP authorized by section 112 of the Act;
 - the purposes of the services provided under the CAP; and
 - how to contact the CAP. *34 CFR 364.30*
- 3.4 Participating service providers meet all applicable State licensure or certification requirements. *34 CFR 365.31(c)*

Section 4: Eligibility

- 4.1 Any individual with a significant disability, as defined in 34 CFR 364.4(b), is eligible for IL services under the SILS and CIL programs authorized under chapter 1 of title VII of the Act. Any individual may seek information about IL services under these programs and request referral to other services and programs for individuals with significant disabilities, as appropriate. The determination of an individual's eligibility for IL services under the SILS and CIL programs meets the requirements of 34 CFR 364.51. *34 CFR 364.40(a), (b) and (c)*
- 4.2 Service providers apply eligibility requirements without regard to age, color, creed, gender, national origin, race, religion or type of significant disability of the individual applying for IL services. *34 CFR 364.41(a)*
- 4.3 Service providers do not impose any State or local residence requirement that excludes any individual who is present in the State and who is otherwise eligible for IL services from receiving IL services. *34 CFR 364.41(b)*

Section 5: Staffing Requirements

- 5.1 Service provider staff includes personnel who are specialists in the development and provision of IL services and in the development and support of centers. *34 CFR 364.23(a)*
- 5.2 To the maximum extent feasible, a service provider makes available personnel able to communicate:

- with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille or audio tapes, and who apply for or receive IL services under title VII of the Act; and
- in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act. *34 CFR 364.23(b)*

5.3 Service providers establish and maintain a program of staff development for all classes of positions involved in providing IL services and, if appropriate, in administering the CIL program. The staff development programs emphasize improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy. *34 CFR 364.24*

5.4 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will take affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act. *34 CFR 364.31*

Section 6: Service Provider Requirements

Describe how the following service provider requirements will be met:

6.1 Staffing – 34 CFR 364.23; 34 CFR 364.24; 34 CFR 364.31

- Inclusion of personnel who are specialists in the development and provision of IL services and in the development and support of centers.
- Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio tapes and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.
- Establishment and maintenance of a program of staff development for all classes of positions involved in providing IL services and, where appropriate, in administering the CIL program, improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy.
- Affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

6.2 Fiscal Control and Fund Accounting – 34 CFR 364.34

- Adoption of those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for funds made available through parts B and C of chapter 1 of title VII of the Act, in addition to complying with applicable EDGAR fiscal and accounting requirements.

6.3 Recordkeeping, Access and Reporting – 34 CFR 364.35; 34 CFR 364.36; 34 CFR 364.37

- Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.
- Submission of annual performance and financial reports, and any other reports that the Secretary determines to be appropriate
- Access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, for the purpose of conducting audits, examinations, and compliance reviews, to the information listed in 34 CFR 364.37.

6.4 Eligibility – 34 CFR 364.40; 34 CFR 364.41

- Eligibility of any individual with a significant disability, as defined in 34 CFR 364.4(b), for IL services under the SILS and CIL programs.
- Ability of any individual to seek information about IL services under these programs and to request referral to other services and programs for individuals with significant disabilities.
- Determination of an individual's eligibility for IL services under the SILS and CIL programs in a manner that meets the requirements of 34 CFR 364.51.
- Application of eligibility requirements without regard to age, color, creed, gender, national origin, race, religion, or type of significant disability of the individual applying for IL services.
- Non-exclusion from receiving IL services of any individual who is present in the State and who is otherwise eligible for IL services, based on the imposition of any State or local residence requirement.

6.5 Independent Living Plans – 34 CFR 364.43(c)

- Provision of IL services in accordance with an IL plan complying with Sec. 364.52 and mutually agreed upon by the individuals with significant disabilities and the appropriate service provider staff unless the individual signs a waiver stating that an IL plan is unnecessary.

6.6 Client Assistance Program (CAP) Information – 34 CFR 364.30

- Use of accessible formats to notify individuals seeking or receiving IL services under chapter 1 of title VII about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP.

6.7 Protection, Use and Release of Personal Information – 34 CFR 364.56(a)

- Adoption and implementation of policies and procedures meeting the requirements of 34 CFR 364.56(a), to safeguard the confidentiality of all personal information, including photographs and lists of names.

Section 7: Recordkeeping, Access and Reporting

- 7.1 In addition to complying with applicable EDGAR recordkeeping requirements, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will maintain records that fully disclose and document:
- the amount and disposition by the recipient of that financial assistance;
 - The total cost of the project or undertaking in connection with which the financial assistance is given or used;
 - the amount of that portion of the cost of the project or undertaking supplied by other sources;
 - compliance with the requirements of chapter 1 of title VII of the Act and Part 364 of the regulations; and
 - other information that the Commissioner determines to be appropriate to facilitate an effective audit. *34 CFR 364.35(a) and (b)*
- 7.2 With respect to the records that are required by 34 CFR 364.35, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will submit reports that the Commissioner determines to be appropriate. *34 CFR 364.36*
- 7.3 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will provide access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, to the records listed in 34 CFR 364.37 for the purpose of conducting audits, examinations, and compliance reviews. *34 CFR 364.37*

Section 8: Protection, Use, and Release of Personal Information

- 8.1 Each service provider will adopt and implement policies and procedures to safeguard the confidentiality of all personal information, including photographs and lists of names in accordance with the requirements of 34 CFR 364.56(a)(1-6). *34 CFR 364.56(a)*

Section 9: Signatures

After having carefully reviewed all of the assurances in sections 1 - 8 of this SPIL, the undersigned hereby affirm that the State of West Virginia is in compliance and will remain in compliance with the aforementioned assurances during 2014 – 2016 (specify the three-year period covered by this SPIL).

The effective date of this SPIL is October 1, 2013 (year)

SIGNATURE OF SILC CHAIRPERSON	DATE
<hr/>	
<u>Vanessa VanGilder</u>	
<hr/>	
NAME OF SILC CHAIRPERSON	

SIGNATURE OF DSU DIRECTOR	DATE
<hr/>	
<u>Donna Ashworth, Acting Director, WVDRS</u>	
<hr/>	
NAME AND TITLE OF DSU DIRECTOR	

SIGNATURE OF DIRECTOR OF THE SEPARATE STATE AGENCY FOR INDIVIDUALS WHO ARE BLIND	DATE
<hr/>	
<u>NA</u>	

SIGNATURE OF DIRECTOR OF THE SEPARATE STATE AGENCY FOR INDIVIDUALS WHO ARE BLIND	DATE
<hr/>	
<u>NA</u>	
<hr/>	
NAME AND TITLE OF THE DIRECTOR OF THE SEPARATE STATE AGENCY FOR INDIVIDUALS WHO ARE BLIND	

Part II: Narrative

Section 1: Goals, Objectives and Activities

1.1 Goals and Mission

Describe the overall goals and mission of the State's IL programs and services. The SPIL must address the goals and mission of both the SILS and the CIL programs, including those of the State agency for individuals who are blind as they relate to the parts of the SPIL administered by that agency.

Mission: To ensure all West Virginians are valued equally and participate fully in their communities.

Goal 1: People with disabilities have access to the community-based resources they need.

Goal 2: Independent Living services are available and operate efficiently.

Goal 3: All West Virginians with disabilities have access to a CIL.

1.2 Objectives

1.2A. Specify the objectives to be achieved and the time frame for achieving them.

Goal(s) from Section 1.1	Objective to be achieved	Time frame start date	Time frame end date
Goal 1: People with disabilities have access to the community-based resources they need.	1.1 Employment services for people with disabilities are accessible.	10/01/2013	09/30/2016
	Indicator: Transition plans to ensure accessibility of all DRS offices are in place and being implemented.		
	Action Steps:		
	1.1.a. DRS will conduct an accessibility assessment of each office.	10-1-13	9-30-16
	1.1.b. DRS will provide an annual report of known issues and plans for corrective actions related to the accessibility of its offices.	10-1-14	9-30-16
	1.1.c. CILs will research complaint process for One Stop accessibility.		

	1.1.d. Jan Derry will train CIL staff on One Stop certification process.	10-1-15 10-1-13	9-30-16 3-31-14
Goal 1: People with disabilities have access to the community-based resources they need.	1.2 Public transportation is available and accessible. Indicator: All “Bus Access Days” (B.A.D.) participants were able to board the bus. Action Steps: 1.2.a. CILs will conduct B.A.D. in all WV cities that have fixed route public transit systems to bring awareness to the need and requirement for all bus lifts to work all the time.	10-1-13	9-30-16
Goal 1: People with disabilities have access to the community-based resources they need.	1.3 WV Medicaid Waivers have no waiting lists. Indicator: Each CIL will assist at least 5 individuals on Waiver waiting lists per year in filing a DOJ complaint. Action Steps: 1.3.a. CILs will collaborate with the Bureau of Senior Services to gain access to the Senior Centers. 1.3.b. CILs will make presentations at Senior Centers on how to file a DOJ complaint and provide assistance to individuals who want to file a complaint.	4-1-14 4-1-15	4-1-15 9-30-16
Goal 1: People with disabilities have access to the community-based resources they need.	1.4 Ratio of Home & Community-Based services over institutional services is increased. Indicator: The ratio is increased by 15%.		

	<p>Action Steps: 1.4.a. CIL staff will advocate for full implementation of the Olmstead Plan. 1.4.b. All CIL, SILC, & DRS staff/ members serving on boards & committees will advocate for systems change that will result in Rebalancing.</p>	10-1-13 10-1-13	9-30-16 9-30-16
Goal 1: People with disabilities have access to the community-based resources they need.	<p>1.5 Compliance with the Fair Housing Act is increased.</p> <p>Indicator: Fair Housing design and construction complaints filed with HUD have increased by 40%.</p> <p>Action Steps: 1.5.a. Northern WV CIL will distribute 2,500 copies of the current Landlord Tenant Handbook. 1.5.b. Northern WV CIL will provide training to increase the awareness of consumer Fair Housing Rights. 1.5.c. CILs will provide assistance to individuals who want to file a Fair Housing complaint.</p>	10-1-13 10-1-13 10-1-13	9-30-14 9-30-14 9-30-16
Goal 1: People with disabilities have access to the community-based resources they need.	<p>1.6 People with disabilities have access to the personal assistance services (PAS) they need.</p> <p>Indicator: Waiting Lists are reduced.</p> <p>Action Steps: 1.6.a. DRS will track unmet need for Employment Attendant Care. 1.6.b. DRS will request additional State funding for the Employment Attendant Care Program when necessary to address unmet need, provided such requests are consistent with State budgetary guidance. 1.6.c Funding to address any unmet needs for PAS will be requested. 1.6.d. Advocate to increase use of Personal Care Option in Medicaid State Plan.</p>	10-1-13 As needed 10-1-13	9-30-16 9-30-16

		10-1-13	9-30-16
Goal 2: Independent Living services are available and operate efficiently.	2.1 Consumers are satisfied with the IL services they receive. Indicator: Consumer satisfaction survey shows 90% satisfaction rate or better on all service areas. Action Steps: 2.1.a. Random sampling done twice a year to assess satisfaction. 2.1.b. Maintain www.mtstcil.org database of resources available.	10-1-13	9-30-16
		10-1-13	9-30-16
		10-1-13	9-30-16
Goal 2: Independent Living services are available and operate efficiently.	2.2 CILs provide quality services. Indicator: CIL Peer Reviews indicate quality service provided at least 90 percent of the time. Action Steps: 2.2.a. Evaluate whether CIL Suite is implemented consistently by all CILs. 2.2.b. Evaluate how CIL Suite may be used to identify strengths and weaknesses of CIL operations and efficiency. 2.2.c. SILC & CILs work on outcome measures process & how to measure.	10-1-13	12-31-14
		10-1-13	12-31-14
		10-1-15	9-30-16
Goal 2: Independent Living services are available and operate efficiently.	2.3 WV CILs are in compliance with the Standards and Indicators. Indicator: CIL Peer Reviews indicate compliance with all 6 of the Standards and Indicators in Section 725 of the Act. Action Steps: 2.3.a. CILs will use CIL Suite to track compliance with the Standards & Indicators. 2.3.b. CILs will use CIL Suite to measure implementation of work plans.	10-1-13	9-30-16
		10-1-13	9-30-16

<p>Goal 2: Independent Living services are available and operate efficiently.</p>	<p>2.4 Time spent on the CLSP waiting list is reduced.</p> <p>Indicator: The amount of time an individual spends on the CLSP waiting list is reduced by 6 months by September 30, 2016.</p> <p>Action Steps:</p> <p>2.4.a SILC will develop a tool to track and report months spent on the waiting list.</p> <p>2.4.b. WVCIL & partners will request an increase in funding.</p> <p>2.4.c. CILs will organize consumers to advocate for increased funding for Independent Living Services.</p> <p>2.4.d. CILs will request a public hearing on funding for Independent Living Services.</p> <p>2.4.e. CILs will organize consumers to give testimony at the public hearing.</p>	<p>10-1-13</p> <p>10-1-13</p> <p>10-1-13</p> <p>10-1-14</p> <p>10-1-14</p>	<p>9-30-14</p> <p>9-30-16</p> <p>9-13-16</p> <p>9-30-15</p> <p>9-30-15</p>
<p>Goal 3: All West Virginians with disabilities have access to a CIL.</p>	<p>3.1 A Center for Independent Living line item is established in the State budget.</p> <p>Indicator: A new line item in the State budget for Centers for Independent Living is established by September 30, 2014.</p> <p>Action Steps:</p> <p>3.2.a. WVCIL & partners will work with governor's staff to establish line item.</p> <p>3.2.b. WVCIL & partners will work with budget/Finance committee staff to establish line item.</p> <p>3.2.c. CILs organize consumers' advocacy efforts.</p> <p>3.2.d. Collaborate with FSN (Fair Shake Network) on advocacy efforts.</p> <p>3.2.e. Establish criteria for eligibility to receive CIL funding (tie back to WV IL Act).</p>	<p>10-1-13</p> <p>10-1-13</p> <p>10-1-13</p> <p>10-1-13</p> <p>10-1-13</p>	<p>9-30-14</p> <p>9-30-14</p> <p>9-30-14</p> <p>9-30-16</p> <p>9-30-14</p>

1.2B Describe the steps planned regarding outreach to populations in the State that are unserved or underserved by programs under title VII, including minority groups and urban and rural populations.

- Identify the populations to be designated for targeted outreach efforts

West Virginia has a very small minority population with 3.5% Black or African American, 0.2% Native Americans, 0.7% Asian, Hispanic 1.3% and only 1.3% of residents being foreign born, and 2.3% speak a language other than English at home (according to the US Census Bureau 2011 census fact sheet for West Virginia). Statistics reported by the WVCILs indicate that individuals served in FY 2012 included individuals from minority groups averaging 1% across all CILs compared to the 5% overall minority population of our state. The minority populations served by the CLSP program should continue to be proportional to the total minority population of the State.

The CILs' work plans outreach efforts include: presentations; agency contacts; Web site; public service announcements; exhibits/displays; and other outreach opportunities as they arise. The DSU has included in its goals and objectives for FY 2013 the following outreach strategies: Goal 6. Develop strategies for outreach efforts to minority populations. Objective 1. Identify target populations within West Virginia of minorities with significant disabilities. Objective 2. Reach out to individuals in targeted minority population area where there appears to be proportionately fewer of these individuals in the DRS system, namely Hardy and Summers Counties. Objective 3. Portray diversity in WVDRS website and public information materials. Objective 4. Participate in multicultural events, ethnic festivals and events to provide information about DRS programs and services.

- Identify the geographic areas (i.e., communities) in which the targeted populations reside

WVCIL will focus outreach efforts in areas served only by CLSP to increase awareness of availability of services. Efforts will include individual CIL activities as well as joint WVCIL activities. This outreach will include all the counties that are not served by the CILs' Part C grants. The following counties will to be targeted by outreach efforts: Berkeley, Brooke, Fayette, Grant, Greenbrier, Hampshire, Hancock, Hardy, Jefferson, Lincoln, Logan, Marshall, Mason, McDowell, Mercer, Mineral, Mingo, Monroe, Morgan, Nicholas, Ohio, Pendleton, Pleasants, Pocahontas, Ritchie, Summers, Tyler, Webster, Wetzel, Wirt, Wood, and Wyoming.

- Describe how the needs of individuals with significant disabilities from minority group backgrounds will be addressed

Individuals from minority groups will be targeted by outreach for the Community Living Services Program. The Community Living Services Program (CLSP) assists individuals with disabilities to function more independently in their homes and communities.

State and federal funding from this program provide independent living services such as:

- Home Modifications including adding a ramp for wheelchair access to the home, bathroom modifications such as roll in showers and grab bars and other modifications to make a home accessible to a person with a disability.
- Assistive Devices and Equipment including items such as hearing aids and amplified telephones.
- Communication Services including items such as touch screens, speech keyboards and synthesized speech output devices (used with computers) as well as training in equipment use, Braille instruction, and reading services.
- Vehicle Modifications including van conversion to accommodate a wheelchair, wheelchair and scooter lifts, hand controls such as a spinner knob on the steering wheel to allow controlled steering with just one hand and other specialized modifications.
- Durable Medical Equipment such as a shower chair, walker, and related items.

1.3 Financial Plan

Describe in sections 1.3A and 1.3B, below, the financial plan for the use of Federal and non-Federal funds to meet the SPIL objectives.

1.3A Financial Plan Tables

Complete the financial plan tables covering years 1, 2 and 3 of this SPIL. For each funding source, provide estimated dollar amounts anticipated for the applicable uses. The financial plan table should include only those funding sources and amounts that are intended to support one or more of the objectives identified in section 1.2 of the SPIL. To the extent possible, the tables and narratives must reflect the applicable financial information from centers for independent living. Refer to the SPIL Instructions for additional information about completing the financial tables and narratives.

Year 1 - 2014 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B		\$346,410		
Title VII Funds Chapter 1, Part C			\$904,979	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				

Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	\$239,000			
Other Federal funds - other				
Non-Federal funds - State funds		\$500,000		\$388,698
Total	\$239,000	\$846,406	\$904,979	\$388,698

Year 2 - 2015 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B		\$346,410		
Title VII Funds Chapter 1, Part C			\$904,979	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	\$239,000			
Other Federal funds - other				
Non-Federal funds - State funds		\$500,000		\$388,698
Total	\$239,000	\$846,406	\$904,979	\$388,698

Year 3 - 2016 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B		\$346,410		
Title VII Funds Chapter 1, Part C			\$904,979	

Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	\$239,000			
Other Federal funds - other				
Non-Federal funds - State funds		\$500,000		\$388,698
Total	\$239,000	\$846,406	\$904,979	\$388,698

1.3B Financial Plan Narratives

1.3B(1) Specify how the part B, part C and chapter 2 (Older Blind) funds, if applicable, will further the SPIL objectives.

Part B Funding will be used to provide independent living services to people with significant disabilities.

1.3B(2) Describe efforts to coordinate Federal and State funding for centers and IL services, including the amounts, sources and purposes of the funding to be coordinated.

The DSU and the WVSILC have struggled for years to coordinate the small amount of resources received to meet the needs of the over 410,000 West Virginians with disabilities age 5 and older (24% of the general population age 5 and older according to 2000 census figures). The WVCILs serve 20 counties with their Part C grants and an additional 3 counties with Part B funds. There are 35 counties that do not have full access to a CIL. The unmet need far exceeds the available resources. West Virginia currently receives \$311,769 in Title VII, Part B funding plus the 10% state match for a total of \$346,410. This funding will be granted to the WVCILs by the DSU for the provision of independent living services to people with significant disabilities, with 5% held by the DSU as an administrative fee. The state budget includes a line item for independent living services, currently funded at \$500,000. This funding will be granted to the WVCILs by the DSU to operate the statewide Community Living Services Program. The WVCILs maximize the available funding by coordinating resources for consumers from every conceivable source in an effort to meet their needs. It is not possible to meet all the needs with such limited resources. An additional \$388,698 in state funds is in a line item, administered by the DSU, for the Ron Yost Personal Assistance Services Program for individuals with disabilities not eligible for such services through Medicaid. Title I, Innovation and Expansion funds in the amount of \$239,000 are provided to the WVSILC by the DSU for the SILC resource plan.

Currently, West Virginia Centers for Independent Living (WVCIL) consists of 3 corporations and 4 branches. All are direct funded from RSA with Federal funds (Part C) only for the general operation of the centers. While the Part C funds are individually awarded, WVCIL works together to coordinate services where feasible, coordinate referrals, sharing case management procedures, data collection, and coordinate efforts for legislative and advocacy activities.

The Community Living Services Program (CLSP) is coordinated among all WVCIL members. They develop joint procedures, and discuss difficult cases.

1.3B(3) Describe any in-kind resources including plant, equipment or services to be provided in support of the SILC resource plan, IL services, general CIL operations and/or other SPIL objectives.

The DSU occasionally provides surplus furniture and postage for the WVSILC. DSU staff provides technical assistance with information technology, communications, and other areas and issues as needed. The DSU liaison to the WVSILC and staff traditionally responsible for IL issues meet monthly with the WVSILC executive director to ensure good communications and to provide technical assistance as needed.

1.3B(4) Provide any additional information about the financial plan, as appropriate.

Pursuant to Section 705 (c)(d)(e) of the Act and 34 CFR 364.21(g)(h)(i) and (j); the WVSILC does not engage in activities beyond statutory duties and responsibilities.

1.4 Compatibility with Chapter 1 of Title VII and the CIL Work Plans

1.4A Describe how the SPIL objectives are consistent with and further the purpose of chapter 1 of title VII of the Act as stated in section 701 of the Act and 34 CFR 364.2.

The State Plan for Independent Living reflects the beliefs of the WVSILC, the WVCIL and the WVDRS in promoting a philosophy of independent living including a philosophy of consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy to maximize the leadership, empowerment, independence, and productivity of individuals with significant disabilities and to promote and maximize the integration and full inclusion of individuals with significant disabilities into the mainstream of American society.

The WVSILC and WVDRS must consider WVCIL work plans, developed by the individual centers in compliance with section 725(c) (4) of the Act, when developing or revising the SPIL.

The SPIL encourages coordination, cooperation, and communication between the WVSILC, WVDRS and WVCIL. This provides an opportunity to help ensure that all stakeholders are advised of, sensitive to, and responsive to the needs of individuals

with significant disabilities identified by the centers in their service areas; the plans of the centers to address those needs; and that the WVCIL operate in a manner consistent with the SPIL. (34 CFR 364.42(c))

1.4B Describe how, in developing the SPIL objectives, the DSU and the SILC considered and incorporated, where appropriate, the priorities and objectives established by centers for independent living under section 725(c)(4) of the Act.

WVCIL, the WVSILC, and WVDRS are all part of the SPIL planning committee. Every effort is made to ensure that all stakeholders have ample opportunities to provide input into the development of the objectives for the SPIL, as well as the other elements of the State Plan. The SPIL goals and objectives reflect not only DSU, SILC, and CIL work plans but also include planned cooperative objectives of two or more of the partners. At the same time, as each center develops its work plan for each 704 Report, they include in their work plan the objectives outlined in the current SPIL for which they have responsibility.

1.5 Cooperation, Coordination, and Working Relationships Among Various Entities

Describe the steps that will be taken to maximize the cooperation, coordination and working relationships among the SILS program, the SILC, and centers; the DSU, other State agencies represented on the SILC and other councils that address the needs of specific disability populations and issues; and other public and private entities determined to be appropriate by the SILC. The description must identify the entities with which the DSU and the SILC will cooperate and coordinate.

The WVSILC, WVDRS, WVCIL, and WVSRC have a strong partnership that includes cooperative strategizing, planning, communication, and coordinated efforts. The WVSILC and WVSRC are included in WVDRS strategic planning and goal development. WVSILC and WVSRC executive directors attend WVDRS executive management meetings once a month to ensure on-going communication and a forum to strategize and discuss problems.

The director of WVDRS provides a report at each WVSILC meeting to share an update on the agency and to provide a forum for questions, expression of concerns, and sharing of information.

The WVSILC executive director has quarterly meetings with the designated DSU WVSILC member and DSU staff with independent living responsibility to maintain good communication and share pertinent information on a regular basis.

The WVSILC executive director is, and will continue to be, an active member of the West Virginia Olmstead Council which oversees the implementation of the West Virginia Olmstead Plan; the Take Me Home West Virginia (money follows the person) Advisory Council; and other boards, councils, and organizations that provide an opportunity for coordination and improvement of services and supports for people with disabilities.

In addition to the required seat the WVSILC holds on the WVSRC, the WVSILC has, in its bylaws, provided a voting seat for the WVSRC chairperson, which provides great opportunities for communication and collaboration. Additionally, the WVSILC and WVSRC hold at least one joint meeting annually.

The WVSILC, WVCIL, and WVDRS will cooperate and coordinate with any agency, council, or public or private entity when such a relationship is consistent with the SPIL and the Act to ensure persons who have disabilities have access to community-based resources that promote personal choice and facilitate the achievement of their independent living goals. Through such cooperation and coordination, the WVSILC will advocate for the rights and needs of persons who have disabilities and for policy and system changes which address those needs and promote the independent living philosophy.

In addition, the WVSILC will participate in the West Virginia ADA Coalition and will be an active member of the Fair Shake Network, the National Council on Independent Living, the Association of Programs for Rural Independent Living, and other organizations to improve services and the lives of West Virginians with disabilities.

The WVSILC, WVCIL, and WVDRS will cooperate and coordinate with the Legislature and Congress by providing information and technical assistance upon request from legislators and/or legislative staff.

The WVSILC strives and will continue to strive to ensure representation from state agencies and entities necessary to develop, foster, and maximize working relationships that will benefit efforts to achieve our mission and goals. Current WVSILC membership includes:

- DSU ex-officio, non-voting member
- CIL director chosen by the CIL directors in WV
- SRC voting member
- WV Department of Education, Office of Special Education - ex-officio, non-voting member
- WV Housing Development Fund - ex-officio, non-voting member
- WV Department of Health and Human Resources, Office of Behavioral Health Services - ex-officio, non-voting member
- WV Bureau of Senior Services - ex-officio, non-voting member
- WV Olmstead Coordinator – ex-officio, non-voting member
- WV Association of Rehabilitation Facilities - ex-officio, non-voting member
- One employee of a center for independent living
- One board member of a center for independent living
- An attorney with the ACLU of West Virginia
- Director of the statewide grassroots advocacy organization
- An employee of The Arc of the Mid Ohio Valley
- An employee of the University Center for Excellence in Disabilities
- A direct care worker with a county Senior Center

- A director of an Area Agency on Aging

1.6 Coordination of Services

Describe how IL services funded under chapter 1 of title VII of the Act will be coordinated with and complement other services to avoid unnecessary duplication with other Federal, State, and local programs, including the OIB program authorized by chapter 2 of title VII of the Act, that provide IL- or VR-related services.

WVDRS, WVCILs and WVSILC make concerted efforts to use existing programs to gain maximum benefit of Title VII, Chapter I funds. Through consumer and professional liaison interactions with state and local entities (Bureau of Senior Services, Department of Health and Human Resources, Department of Education, Developmental Disabilities Council, Department of Transportation, Veterans Administration, and others), information regarding program application and eligibility, scope of services, and policy modifications is shared with the disability community on a regular basis.

The composition of the WVSILC assures a broad cross representation of these entities, as well as the opportunity to disseminate information/updates as applicable, to the membership.

The DSU is charged with referring interested individuals to appropriate resources that would enhance their independent living capacity, while addressing vocational rehabilitation issues.

The DSU and the SILC have worked more closely with the staff supervising the Chapter 2 OIB program in the development of this SPIL than ever before. This improved communication will be carried over into the coordination of services as well.

The Chapter 2 OIB program providers have received training on the specific services available from CILs and refer consumers for such services not routinely provided by the OIB program. Additionally, CIL staff have been trained on the specific services provided by the OIB program and refer individuals who need distinct vision-related services. This cross-referral ensures that West Virginia's older individuals who are blind and/or visually impaired receive the specific services they need to maintain their independence as well as eliminating the duplication of services and that limited resources are maximized by both programs.

1.7 Independent Living Services for Individuals who are Older Blind

Describe how the DSU seeks to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under the Older Individuals who are Blind program and that the DSU determines to be effective.

VISIONS (Visually Impaired Seniors In-home Outreach & Networking Services) services are customized to meet the individual needs of each consumer. Therefore, there is not an all inclusive list of allowable services. Services provided are those agreed upon between the consumer and the skills trainer to address the consumer’s reported functional limitations and included in the IL plan.

All VISIONS services are provided free-of-charge. There is no established cap on purchased services. Because of funding limitations, however, VISIONS does not purchase high-ticket items such as: computers; computer access technology; video magnifiers; hearing aids; surgical procedures; or bioptic driving devices and training.

Section 2: Scope, Extent, and Arrangements of Services

2.1 Scope and Extent

2.1A Check the appropriate boxes in the SPIL Instrument table indicating the types of IL services to be provided to meet the objectives identified in section 1.2 of this SPIL, and whether the services will be provided by the CILs or by the DSU (directly and/or through contract or grant).

Table 2.1A: Independent living services	Provided by the DSU (directly)	Provided by the DSU (through contract and/or grant)	Provided by the CILs (Not through DSU contracts/grants)
Core Independent Living Services - Information and referral	No	Yes	Yes
Core Independent Living Services - IL skills training	No	Yes	Yes
Core Independent Living Services - Peer counseling	No	Yes	Yes
Core Independent Living Services - Individual and systems advocacy	No	Yes	Yes
Counseling services, including psychological, psychotherapeutic, and related services	No	Yes	Yes
Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations	No	Yes	Yes

to and modifications of any space used to serve, or occupied by, individuals with significant disabilities)			
Rehabilitation technology	Yes	Yes	No
Mobility training	Yes	Yes	No
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	Yes	Yes	Yes
Personal assistance services, including attendant care and the training of personnel providing such services	No	Yes	Yes
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services	No	Yes	Yes
Consumer information programs on rehabilitation and IL services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act	No	Yes	Yes
Education and training necessary for living in the community and participating in community activities	No	Yes	Yes
Supported living	No	No	No
Transportation, including referral and assistance for such transportation	Yes	Yes	Yes
Physical rehabilitation	No	No	No
Therapeutic treatment	No	No	No
Provision of needed prostheses and other appliances and devices	No	Yes	No
Individual and group social and recreational services	No	No	Yes
Training to develop skills specifically designed	No	Yes	Yes

for youths who are individuals with significant disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options			
Services for children with significant disabilities	No	Yes	Yes
Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with significant disabilities	No	Yes	Yes
Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	No	Yes	Yes
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	Yes	Yes	Yes
Other necessary services not inconsistent with the Act	No	Yes	Yes

2.1B Describe any service provision priorities, including types of services or populations, established for meeting the SPIL objectives identified in section 1.2.

Service priorities include:

- Education of legislators of the need for funding for non-Part C CIL counties
- An Advocacy priority for IL services to people with significant disabilities.
- For the Community Living Services Program, the priority is for services that help an individual remain in their own home such as home modifications, rehabilitation technology, durable medical equipment, adaptive equipment, assistive technology, etc. Services will be on a first come first served basis within the availability of financial resources with an exception of individuals in need of assistance for transition, or those at risk needing diversion, from an institutional setting.
- Recipients of the Ron Yost Personal Assistance Services (RYPAS) program (a state funded PAS program) will be those with severe disabilities, including mental, sensory or physical impairments, or any combination of impairments, who are in need of assistance to live in a living arrangement of their choice in lieu of a more restrictive setting and who are not receiving such services from Medicaid. Priority will be given to those in need of assistance for transition, or those at risk needing diversion, from an institutional setting.

2.1C If the State allows service providers to charge consumers for the cost of services or to consider the ability of individual consumers to pay for the cost of IL services, specify the types of IL services for which costs may be charged and for which a financial need test may be applied, and describe how the State will ensure that:

- Any consideration of financial need is applied uniformly so that all individuals who are eligible for IL services are treated equally; and
- Written policies and consumer documentation required by 34 CFR 364.59(d) will be kept by the service provider.

Indicate N/A if not applicable.

The CILs are authorized to charge for services offered by the Community Living Services Program based on economic need. The policies for establishing economic need are as follows:

Economic Need. The WVCIL will complete an economic need form to determine the extent that a consumer can contribute to their independent living program.

The WVCIL will implement economic policies uniformly and objectively to ensure that the level of any financial participation required of an individual is equitable and reasonably consistent with that required of other individuals whose available economic resources or other pertinent circumstances are similar.

Consumer's economic need will be reviewed annually to assure that the individual is treated equitably and to document changes in economic resources.

Administrative Adjustment: In exceptional circumstances, the CIL Director may approve administrative adjustments from the WVCIL's usual policies

2.2 Arrangements for State-Provided Services

2.2A If the DSU will provide any of the IL services identified in section 2.1A through grants or contractual arrangements with third parties, describe such arrangements.

All IL services under Title VII, Part B are provided through contracts to the Part C funded centers for independent living to provide IL services to people with significant disabilities. State IL funds are provided through grants to Part C funded CILs to provide IL services through the Community Living Services Program (CLSP).

Determination of eligibility for all IL services lies with the CIL providing services to the individual. All projects provide program and financial reports to the DSU as well as making a presentation at a WVSILC meeting at least annually.

2.2B If the State contracts with or awards a grant to a center for the general operation of the center, describe how the State will ensure that the determination of an individual's eligibility for services from that center shall be delegated to the center.

The State does not award any funds to a center for their general operation, so this section is N/A.

Section 3: Design for the Statewide Network of Centers

3.1 Existing Network

Provide an overview of the existing network of centers, including non-Part C-funded centers that comply with the standards and assurances in section 725 (b) and (c) of the Act, and the geographic areas and populations currently served by the centers.

While RSA recognizes three CIL grantees, those three Part C grants provide the funding to operate West Virginia's four centers for independent living (WVCIL):

1 - Appalachian CIL - Charleston, WV serving Clay, Boone, Kanawha, and Putnam counties

2 & 3 - Mountain State CIL

Huntington, WV serving Cabell and Wayne counties

Beckley, WV serving Raleigh County

(funded by RSA, through two separate grants, as two separate CILs prior to the 1992 amendments to the Rehab Act when RSA recommended collapsing both into one grant)

4 - Northern West Virginia CIL - Morgantown, WV serving Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur counties

The remaining 35 counties do not have access to full CIL services.

Additional CIL services are provided in three central counties through a satellite of an existing CIL. A web-based, virtual center for independent living has been developed with availability statewide and on the world wide web.

WVCIL divided up the unserved counties between the four centers to provide the statewide CLSP and, with some modifications, will use this division of counties for the expansion of other independent living programs.

PART C - Four Core Services Counties:

Barbour, Boone, Braxton, Cabell, Clay, Doddridge, Gilmer, Harrison, Kanawha, Lewis, Marion, Monongalia, Preston, Putnam, Randolph, Raleigh, Taylor, Tucker, Upshur, and Wayne

Part B is used for the provision of independent living services through contracts with all four CILs, including limited services in Calhoun, Jackson, Jefferson, and Roane counties.

State IL funding is used to provide the Community Living Service Program (CLSP) statewide through contracts with all four CILs.

Counties Unserved with exception of CLSP:

Berkeley, Fayette, Grant, Greenbrier, Hampshire, Hancock, Hardy, Jefferson, Lincoln, Logan, Marshall, Mason, McDowell, Mercer, Mineral, Mingo, Morgan, Monroe, Nicholas, Ohio, Pendleton, Pleasants, Pocahontas, Ritchie, Summers, Tyler, Webster, Wetzel, Wirt, Wood, and Wyoming.

3.2 Expansion of Network

Describe the design for the further expansion of the network, including identification of the unserved and underserved areas in the State and the order of priority for serving these areas as additional funding becomes available (beyond the required cost-of-living increase).

The establishment of a statewide network of CILs is a priority of WVSILC, WVCIL, WVDRS, and the disability community to ensure the availability of CIL services to all West Virginians with disabilities.

Three funding sources currently support the provision of independent living services in the State: Title VII, Part C; Title VII, Part B; and state independent living funds. The following design for a statewide network of CILs is addressed by funding source and flexibility is planned as changes/increases in these funding sources occur.

Title VII, Part C:

While RSA recognizes three CIL grantees, those three Part C grants provide the funding to operate West Virginia's four centers for independent living (WVCIL):

- Appalachian CIL - Charleston, WV - serving Boone, Clay, Kanawha, and Putnam counties

- Mountain State CILs Huntington, WV* serving Cabell and Wayne counties

- Mountain State CILs Beckley, WV* serving Raleigh County

*(funded by RSA as two separate CILs prior to the 1992 amendments to the Rehab Act when RSA recommended collapsing both into one grant)

- Northern West Virginia CIL - Morgantown, WV - serving Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur counties

WVCIL have reviewed their current service areas and reached an agreement on how to realign them so all 55 counties of the state will have CIL services as additional Title VII, Part C funding becomes available.

Priorities for the utilization of additional Title VII, Part C funding are:

1. Increase Title VII, Part C funding for the current centers for independent living meeting RSA's standards and indicators for CILs in order to sustain current operations, given the increased costs of operating since the CILs were established in the early 1980s and the fact that none of the CILs have ever received an increase. New Part C funds shall be distributed commiserate with the percentages listed below (until the increase amount is achieved), accounting for the unreasonable size of the Northern West Virginia CIL's service area and allowing NWVCIL to spin off counties for new CILs as they deem practical, with agreement of the SILC, to increase the CIL Part C grants by the following amounts:

- Appalachian CIL - increase by \$480,000 (25% of new Part C funding available)
- Mountain State CILs - increase by \$540,000 (27% of new Part C funding available)
- Northern WV CIL - increase by \$950,000 (48% of new Part C funding available)

This will require \$1,970,000 additional Part C funds.

In order to establish new CILs, a minimum base funding level of \$450,000 is established. Priorities for establishing new CILs are:

2. Establish a new CIL to serve Hancock, Brooke, Ohio, and Marshall counties. This will require an additional \$450,000 in Part C funds.

3. Establish a new CIL to serve the underserved counties of Calhoun, Jackson, Mason, and Roane. This will require an additional \$450,000 in Part C funds.

4. Establish additional new CILs to serve unserved counties in the following priority areas (this will require additional Part C funding in the amount of \$4,050,000):

Area 1: Berkeley, Jefferson, Morgan counties

Area 2: Braxton (spin off from Northern WV CIL service area), Nicholas, Webster counties

Area 3: Wood, Wirt, Ritchie counties

Area 4: Lincoln, Mingo, Logan counties

Area 5: Pleasants, Tyler, Wetzel counties

Area 6: Mineral, Hampshire, Grant, Hardy counties

Area 7: Fayette and Greenbrier counties

Area 8: Summers, Mercer, Monroe counties

Area 9: Wyoming and McDowell counties

The next priority is to spin off additional counties from Northern WV CIL's too large service area and combine them with additional unserved counties to establish CILs more locally. The following priority areas are for new CILs to be spun off from NWVCIL:

Area A: Randolph, Pocahontas, Pendleton counties (\$450,000)

Area B: Doddridge, Harrison, Gilmer, Lewis counties (\$450,000)

Total additional Title VII, Part C funding needed = \$7,620,000

Title VII, Part B:

Priorities for the utilization of Title VII, Part B funds are:

1. WVCIL will provide independent living services to people with significant disabilities using Part B funds.
2. Provide seed money to develop a new CIL in the Northern Panhandle if amounts of Part B funding available are deemed by the WVSILC and DSU to be in excess of needs. Estimated seed money required - not to exceed \$40,000 over two years from either source of funds.

State IL Funds:

Priorities for the utilization of State independent living funds:

1. Continue to fund the Community Living Services Program operated by the centers for independent living (WVCIL).
2. Provide seed money to develop a new CIL in the Northern Panhandle if amounts of State independent living funding available are deemed by the WVSILC and DSU to be in excess of needs. Estimated seed money required - not to exceed \$40,000 over two years from either source of funds.

Meetings have been held with the Governor's staff regarding establishing a new line item in the state budget specifically to fund CILs. This will be a long-term priority.

3.3 Section 723 States Only

3.3A If the State follows an order of priorities for allocating funds among centers within a State that is different from what is outlined in 34 CFR 366.22, describe the alternate order of priority that the DSU director and the SILC chair have agreed upon. Indicate N/A if not applicable.

N/A

3.3B Describe how the State policies, practices and procedures governing the awarding of grants to centers and the oversight of these centers are consistent with 34 CFR 366.37 and 366.38.

N/A

Section 4: Designated State Unit (DSU)

4.1 Administrative Support Services

4.1A Describe the administrative support services to be provided by the DSU for the SILS (Part B) program and, if the State is a Section 723 State, for the CIL (Part C) program. Refer to the SPIL Instructions for additional information about administrative support services.

The DSU will monitor the performance of the CILs implementation of the SILS with Part B funds through quarterly financial reports.

The DSU will monitor the CLSP through quarterly financial reports, quarterly program reports, and yearly site visits.

Monitoring will be conducted to ensure service provision is conducted in compliance with agreed upon guidelines. Purchasing and procurement through the SILS and CLSP will be conducted with the same policies and procedures used for CIL operations.

The DSU will share information regarding the SILS and CLSP with the WVSILC and the WV Legislature.

Technical assistance will be provided by the DSU for the SILS and CLSP only upon request from the CIL. The DSU will establish guidelines for monitoring that do not involve micro-managing the services and/or monitoring the general operations of the CILs.

Liaison responsibilities will be maintained by DSU staff who work in cooperation with the CILs and the WVSILC during the implementation of the SPIL and other related activities.

4.1B Describe other DSU arrangements for the administration of the IL program, if any.

Section 5: Statewide Independent Living Council (SILC)

5.1 Resource plan

5.1A Describe the resource plan prepared by the SILC in conjunction with the DSU for the provision of resources, including staff and personnel, made available under parts B and C of chapter 1 of title VII, section 101(a)(18) of the Act, and from other public and private sources that may be necessary to carry out the functions of the SILC identified in section 705(c). The description must address the three years of this SPIL.

- Refer to the SPIL Instructions for more information about completing this section.

The WVSILC resource plan includes:

- \$239,000 Title I, I&E funds, minimum. The WVSILC resource plan will be re-evaluated at the end of FY 2014 to ensure this amount is adequate and appropriate.
- Interest earned on the above funding to be budgeted and spent by the WVSILC.

5.1B Describe how the following SILC resource plan requirements will be addressed.

- The SILC's responsibility for the proper expenditure of funds and use of resources that it receives under the resource plan.

As a contractor, WVSILC agrees, as follows, to be responsible for establishing and maintaining adequate procedures and internal financial controls governing the management and utilization of funds provided hereunder which will be in the form pursuant to generally accepted accounting procedures.

In addition, the WVSILC has in place fiscal policies and procedures which address internal controls, safe-guarding assets, expenditures, inventory, cash receipts, cash disbursements, bank statement reconciliation, management information systems, inter-fund borrowing, non-expendable property, compliance with all federal and state laws and regulations, and the annual budget process.

In the annual budget process, the WVSILC develops a budget, to the maximum extent possible, based on existing net assets and anticipated assets under current agreements. Budget revisions are made, as needed, when new funding is received during the fiscal year.

- Non-inclusion of conditions or requirements in the SILC resource plan that may compromise the independence of the SILC.

There are no conditions or requirements that are imposed by the DSU or any other entity that may compromise the independence of the WVSILC, and the WVSILC relies to the maximum extent possible on the resources in existence during the period of the implementation of the SPIL.

- Reliance, to the maximum extent possible, on the use of resources in existence during the period of implementation of the State plan.

All funds included in the SPIL are based on current fiscal year appropriations and are subject to continued appropriations. Should appropriations cease, be decreased, or be increased, the SILC and DSU will review, and revise as needed, the funding amounts in the SPIL.

5.2 Establishment and Placement

Describe how the establishment and placement of the SILC ensures its independence with respect to the DSU and all other State agencies. Refer to the SPIL Instructions for more information about completing this section.

The West Virginia SILC is incorporated as a non-profit (1996), has received 501 (c)(3) status from the Internal Revenue Service (1997), and is independent of all state agencies, including the DSU. The WVSILC was established in State Code in 2001, designating the SILC in West Virginia, as it has heretofore existed under the federal rehabilitation act, as a not-for-profit corporation, and organized to meet the requirements of the federal act.

5.3 Appointment and Composition

Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b). Refer to the SPIL Instructions for more information about completing this section.

Members of the WVSILC are appointed by the Governor of the state of West Virginia. An application process is in place to ensure the SILC composition and qualification requirements are met. The chairperson is elected, from among the voting members of the SILC, by the voting members of the SILC. Term limits are maintained through record-keeping and by filling vacancies for full terms or partial terms, as applicable. Vacancies are filled in the following manner: The appointed members of the WVSILC conduct an annual solicitation of applications for SILC membership statewide. Applications include demographics, background information, experience, and other information necessary to ensure compliance with the composition requirements. Applications received are reviewed by a committee of the SILC considering all federal requirements, current make-up of the WVSILC, and upcoming vacancies. The committee develops recommendations for appointment and presents them to the full WVSILC for consideration. Final recommendations are approved by the WVSILC and are submitted to the Governor as nominations for appointment. Information presented to the Governor includes the demographic mix of the SILC and how each nomination fits in, any resume's provided by applicants, justification for the appointment of each nominee, and the recommended appointment term for each nominee. The WVSILC executive director works with the Governor's staff to answer questions, provide information, and to facilitate the appointment process.

5.4 Staffing

Describe how the following SILC staffing requirements will be met.

- SILC supervision and evaluation, consistent with State law, of its staff and other personnel as may be necessary to carry out its functions.

WVSILC staff members are employees of the non-profit corporation. The executive director is hired and supervised by the WVSILC executive committee. All other staff are hired and supervised by the executive director. The WVSILC is in compliance with all state and federal employment laws and completes all necessary reporting and documentation. The WVSILC currently has 2.185 FTEs: an executive director (69.5%), an administrative assistant (87%), and a program assistant (62%). Staffing is maintained using the SILC resource plan funds and WVSILC contracts and grants.

- Non-assignment of duties to SILC staff and other personnel made available by the DSU, or any other State agency or office, that would create a conflict of interest while assisting the SILC in carrying out its duties.

There is no staff made available to the SILC by the DSU or any other entity that would create a conflict of interest.

Section 6: Service Provider Requirements

Describe how the following service provider requirements will be met:

6.1 Staffing

- Inclusion of personnel who are specialists in the development and provision of IL services and in the development and support of centers.

All providers of IL services in West Virginia under the SPIL are centers for independent living funded under Title VII, Part C of the Act. All grantees under the SPIL must comply with the Standards and Assurances for CILs under Section 725 of the Act and as a result are Part C funded CILs. Therefore, all service providers meet the following requirements as directed by and monitored by RSA.

West Virginia Centers for Independent Living (WVCIL) employ 39.75 FTEs throughout WV, of which 26.5 are people with disabilities. The centers ensure staff are specialists in the field of independent living, alternative communication, and to the maximum extent possible, provide staff who can communicate in native languages, and alternative forms of communication.

- Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio

tapes and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

Each center maintains a list of interpreters, peer counselors, and other individuals who may assist with various forms of communication when necessary.

- Establishment and maintenance of a program of staff development for all classes of positions involved in providing IL services and, where appropriate, in administering the CIL program, improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy.

All centers provide new staff orientation and training, using their individually developed procedures manuals, the WV Virtual Center for Independent Living website, and other independent resources that are available through outside sources. (ILNET, ILRU, NCIL, etc)

All centers provide staff development opportunities via the ILNET program, attendance at conferences such as NCIL, private training seminars, college classes, and website training opportunities. All staff are required to complete an individual training needs survey for the annual 704 Report, which are then tallied into the priorities of each center.

- Affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

All WVCIL members take affirmative action to advance in employment qualified individuals with disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under Section 503 of the Act. (26.5 of 39.75 FTE staff employed at all centers in WV are people with disabilities)

6.2 Fiscal Control and Fund Accounting

- Adoption of those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for funds made available through parts B and C of chapter 1 of title VII of the Act, in addition to complying with applicable EDGAR fiscal and accounting requirements.

All WVCIL members have adopted the fiscal controls and fund accounting that are required under the General Accounting Practices and OMB Circular 133. All centers conduct annual independent audits that also include programmatic requirements in addition to the fiscal requirements.

The State of West Virginia requires that any entity receiving State funds above \$50,000. provide an annual audit to the funding state agency. Federal funds that are considered

pass through from a State agency also require copies of audits. Therefore, the centers' fiscal controls are also reviewed by the State of West Virginia auditors.

6.3 Recordkeeping, Access and Reporting

- Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.

All fiscal records are maintained in each center's corporate office in accordance to the IRS requirements as to the number of years and types of records to be maintained. A list of those IRS requirements has been obtained by independent auditors to ensure compliance with those requirements.

- Submission of annual performance and financial reports, and any other reports that the Secretary determines to be appropriate

All centers will file the annual performance report by the designated date, as required by the continuation award notice received by each federally funded CIL. Centers will maintain the supporting documentation for fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds. Centers will also submit any other reports/data as may be requested by the Secretary or Commissioner.

- Access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, for the purpose of conducting audits, examinations, and compliance reviews, to the information listed in 34 CFR 364.37.

All records that are maintained by the centers, both fiscal and programmatic, are kept in secure locations to ensure that independent auditors, State of WV auditors and any Federal representative may review at any time necessary.

6.4 Eligibility

- Eligibility of any individual with a significant disability, as defined in 34 CFR 364.4(b), for IL services under the SILS and CIL programs.

All WVCIL members have eligibility statements that are a part of each consumer's CSR and the policy of each center provides for self declared eligibility, which is documented on the eligibility statement.

- Ability of any individual to seek information about IL services under these programs and to request referral to other services and programs for individuals with significant disabilities.

Any individual may seek information from WVCIL members, the DSU, or the WVSILC about IL services provided through the SILS and/or CIL programs and services and/or

other services and programs for individuals with significant disabilities and may be referred to such services and programs upon request.

- Determination of an individual's eligibility for IL services under the SILS and CIL programs in a manner that meets the requirements of 34 CFR 364.51.

All WVCIL members' eligibility determination processes meet the requirements of 34 CFR 364.51. The processes are used for both the SILS program (operated as the Community Living Services Program) and the CIL programs funded under Part C.

- Application of eligibility requirements without regard to age, color, creed, gender, national origin, race, religion, or type of significant disability of the individual applying for IL services.

All WVCIL members believe that people with disabilities must have the same freedom of choice and independence as every other citizen. Members do not discriminate on the basis of age, sex, race, creed, political affiliation, national origin, religious belief, or disability in determining eligibility for services.

- Non-exclusion from receiving IL services of any individual who is present in the State and who is otherwise eligible for IL services, based on the imposition of any State or local residence requirement.

Individuals present in a center's service area are not excluded from eligibility based on residence outside the service area and no State or local residence requirements are imposed.

6.5 Independent Living Plans

Provision of IL services in accordance with an IL plan complying with Sec. 364.52 and mutually agreed upon by the individuals with significant disabilities and the appropriate At the request of the CIL consumer, all WVCIL members complete either an Independent Living Plan or Waiver. When an Independent Living Plan is completed, each consumer identifies specific goals they wish to achieve. Plans are reviewed periodically (time frame varies per center) to update as necessary. If a consumer chooses to have an Independent Living Plan, this Plan must be part of the CSR in order for the consumer to be considered active during any fiscal year.

- service provider staff unless the individual signs a waiver stating that an IL plan is unnecessary.

6.6 Client Assistance Program (CAP) Information

- Use of accessible formats to notify individuals seeking or receiving IL services under chapter 1 of title VII about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP.

All WVCIL members are required to provide documentation in each CSR, signed by the consumer, that they have received information on the Client Assistance Program. The information provided includes what the CAP is, how it is funded, what it is for, and who to contact. Upon request of a consumer, this information is provided in the alternative format requested. A CAP brochure is provided to each consumer during the intake process, again in the format requested by the consumer. This signed document must be part of the CSR in order for the consumer to be considered active during any fiscal year.

6.7 Protection, Use and Release of Personal Information

- Adoption and implementation of policies and procedures meeting the requirements of 34 CFR 364.56(a), to safeguard the confidentiality of all personal information, including photographs and lists of names.

Each WVCIL member has adopted and implemented policies and procedures to safeguard the confidentiality of all personal information, including photographs and lists of names. These policies provide for the specific safeguards to protect current and stored personal information.

As examples, consumers are requested to sign media release forms, release of information forms, CSRs are secured in locked files, and computer database programs are all password and firewall protected.

During the intake process, all applicants for IL services and, as appropriate, those individuals' legally authorized representatives, service providers, cooperating agencies, and interested persons are informed of the confidentiality of personal information and the conditions for gaining access to and releasing this information; which includes the signing of appropriate release of information forms, of which copies are in each CSR.

During the intake process, information required for the 704 Report is gathered from all applicants or their legally authorized representatives. They are informed about the need to collect personal information and the policies governing its use. They are also informed of the reason for collecting the information, the governing authority requiring the collection of information, and whether or not the information is considered mandatory or voluntary.

The policy of all WVCIL members is to gain written signed consent in order to release or share any information. There is no situation in which information can be shared without this consent, unless it is a legal subpoena from an authorized court of law holding jurisdiction over local matters. Only during legal matters shall any fees be charged for copies of records.

Since all consumers' information is unique, there is not a list of agencies to which information is routinely provided. All information provided to agencies is completed only after the appropriate consent form is signed.

Alternative formats and methods of communication are always available when requested. HIPPA Laws pertaining to the State of West Virginia are observed at all centers.

Section 7: Evaluation

Describe the method that will be used to periodically evaluate the effectiveness of the plan in meeting the objectives established in Section 1. The description must include the State's evaluation of satisfaction by individuals with significant disabilities who have participated in the program.

Section 7: Evaluation

Goal(s) and the related Objective(s) from Section 1	Method that will be used to evaluate
<p>Goal 1: Improve independent living services in West Virginia.</p> <p>Goal 2: Provide independent living services in West Virginia.</p> <p>Goal 3: Conduct and participate in advocacy activities.</p>	<p>Strategies for monitoring and evaluating objectives in the SPIL work plan include the following:</p> <ol style="list-style-type: none"> 1. Review the SPIL at each SILC meeting and evaluate whether timelines are being met: <ul style="list-style-type: none"> - If action steps and/or objectives have not been accomplished, analyze why and determine whether adjustments need to be made; - Develop strategies for measuring whether indicators have been met. 2. Work with WVCIL to determine how data will be gathered. 3. Review the annual Consumer Satisfaction Survey Report summarizing responses from consumers receiving independent living services during the year. 4. Review the quarterly and annual Community Living Services Program reports. 5. Review the 704 Reports (Part II) from the WVCIL members. 6. Review RSA Site Review reports of CILs when available. 7. Invite each CIL to do an annual presentation at a SILC meeting to discuss their programs and operations. 8. Review the WVSILC annual report to the Governor.

	<p>9. Review the 704 Report (Part I) for the WVSILC and WVDRS.</p> <p>The Administrative Committee will review these strategies annually and will adjust and further develop the Evaluation Plan as needed.</p>
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Section 8: State-Imposed Requirements

Identify any State-imposed requirements contained in the provisions of this SPIL. Indicate N/A if not applicable. 34 CFR 364.20(h)

The CILs are authorized to charge for services offered by the Community Living Services Program based on economic need. The policies for establishing economic need are as follows:

Economic Need. The WVCIL will complete an economic need form to determine the extent that a consumer can contribute to their independent living program.

The WVCIL will implement economic policies uniformly and objectively to ensure that the level of any financial participation required of an individual is equitable and reasonably consistent with that required of other individuals whose available economic resources or other pertinent circumstances are similar.

Consumer’s economic need will be reviewed annually to assure that the individual is treated equitably and to document changes in economic resources.

Administrative Adjustment: In exceptional circumstances, the CIL Director may approve administrative adjustments from the WVCIL’s usual policies