

WWW.ABLEDINC.COM

ABLED

PHILIPPIANS 4:13



NOTICE OF COST POLICY



Table of Contents

I. PURPOSE.....	1
II. AUTHORITY.....	1
III. PROCEDURAL DIRECTIVES.....	1
A. TRANSPORTATION & MISCELLANEOUS EXPENSES.....	1
B. DAMAGED OR MISSING PERSONAL ITEMS	1
C. OTHER FUNDING SOURCES	2
D. ROOM AND BOARD PAYMENTS	2
E. COSTS PAID BY PARTICIPANT/PAYEE/LEGAL REPRESENTATIVE.....	2



I. PURPOSE

The purpose of this policy is to provide the participant, the family, and the legal representative with Notice of Costs for which ABLED, Inc. will pay while the participant is in services.

II. AUTHORITY

The procedure is approved by the Board of Directors.

III. PROCEDURAL DIRECTIVES

The guidelines below will be followed for people supported regarding Notice of Costs:

A. TRANSPORTATION & MISCELLANEOUS EXPENSES

The ISP Team is responsible for determining the participant's leisure and transportation needs and available resources.

1. Local transportation will be provided by ABLED, Inc. staff for participants while they are receiving support.
2. Transportation will be provided by ABLED, Inc. staff for health care needs, job or volunteer activities when such support is needed (as determined by the ISP Team).
3. Transportation for self-employment will be discussed by the ISP Team.
4. Travel expenses to the closest shopping center will be paid by ABLED, Inc. staff for buying supplies, sundries, clothing and personal items that aren't available within the community.
5. It is the ISP team's responsibility to review the current financial status of participants and discuss an appropriate plan for leisure and transportation expenses; if the participant cannot afford the costs, alternative funding should be sought (possible sources may be donated money, families, miscellaneous accounts, etc.).
6. Any reimbursement by participants to ABLED, Inc. staff will be made first to ABLED, Inc. who will then reimburse staff.
7. All expenses will be paid by the participants who are going on the trip, including staff expenses (motel, meals, tickets, etc.), if such support is needed for the participant to participate in the activity.
8. The ABLED Executive Team will be notified and will approve all out-of-the-area transportation.

B. DAMAGED OR MISSING PERSONAL ITEMS

Replacement or compensation for a participant's personal items that are damaged or missing will be discussed and determined by the ISP team. ABLED, Inc. will replace any food paid for by participants which



is eaten by staff or by persons who do not reside at the location. This excludes visitors/guests invited by the participants to socialize in the residence.

C. OTHER FUNDING SOURCES

There will not be a charge for services or items that are covered through other funding sources, including items necessary to provide habilitation and transportation related to habilitation.

D. ROOM AND BOARD PAYMENTS

Room and Board covers things such as: rent, utilities, food/meals (including staff on duty), house insurance, minor residence repairs, household furnishings, bedding, curtains, cleaning supplies, and contracted services.

E. COSTS PAID BY PARTICIPANT/PAYEE/LEGAL REPRESENTATIVE

Expenses that are the responsibility of the participant and/or payee include but are not limited to:

- personal medication,
- lifeline,
- renter's insurance,
- damages to property caused by the participant beyond minor repairs,
- surgical and medical expenses,
- larger bed and bedding,
- personal trips,
- personal phones or other electronic devices,
- haircuts,
- clothing,
- hobbies,
- leisure activities, and
- personal hygiene items - soap, toothbrush, toothpaste, comb, mouthwash, shampoo, etc.



NOTICE OF COSTS

I have received a copy of ABLED, Inc.'s Notice of Costs Policy. It has been reviewed with me:

At the Intake Meeting	
At the Annual ISP Meeting	
Upon Request/Other	

Comments:

Participant:

Date:

Legal Guardian: (If applicable)

Date:

ABLED, Inc. Representative:

Date: