

## Self Directed Support Corporations

A Presentation by  
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## Self Directed Support Corporations

- A circle of support that incorporates to assist an individual with disabilities to fulfill his/her life goals
- Not a form of guardianship & does not take away any legal rights from the individual with disabilities
- Not a specific form of corporation
- May or may not become a service provider

## Mission

- An SDSC's actions are driven by its mission, therefore, establishment of mission is critical
- Mission is established by the supported individual with assistance, where necessary, from family & friends
- Person centered planning or PATH to develop mission

## Board of Directors- Role

- Directs the corporation
- Adopts by-laws & mission statement
- Elects Officers
  - Usually at least President & Secretary/  
Treasurer
- Decides whether SDSC will become service provider
- Hires CEO or Program Specialist

## Responsibilities of Board Members

- Act in accordance with By Laws & Mission Statement
- Attend Board meetings
- Reasonable inquiry into corporate matters- especially \$ (“due diligence”)
- Maintain confidentiality
- Avoid conflicts of interest
  - Member recuses themselves from voting on job or rental contracts involving themselves

## Choosing Board Members

- Recruit from Circle of Support
- Each Board Member has equal vote
- Each Board Member should be committed to the supported individual
- Each Board Member should agree w/ the Mission Statement
- Consider skills & knowledge person can bring to Board

## Becoming a Provider

- Review services on ISP- update if needed
- Board determines which services SDSC will provide- Considerations:
  - Satisfaction with current provider(s)
  - Availability of Board to recruit key staff
  - Ability of Board to oversee key staff
  - Adequacy of reimbursement

## Operational Budget (part 1)

- Pay rate needed to recruit & retain staff
- Multiply authorized service units by pay rate
- + Employer Taxes & Insurance
- + Benefits?
- + Training costs
- + Payroll service costs

## Operational Budget (part 2)

- + Transportation
- + Residential costs (Consolidated waiver)
- = Amount needed to provide service
- Calculate reimbursement allowed under waiver
- Determine if reimbursement would cover costs

## Start-up Budget

- Find out reimbursement delay
- Calculate staffing costs for period of reimbursement delay
- Calculate other costs:
  - Insurance (including Workers Comp)
  - Employee Training
  - Employee clearances & physicals
  - Residential (Consolidated)

## Provider enrollment

- Become MA provider
- Enroll in HCSIS & PROMISe
- Enroll w/ ODP as MR waiver provider or OLTL as OBRA waiver provider
- Obtain required liability insurance
- For MR residential services, follow 55 Pa Code §6400 licensure requirements

## SDSC as employer

- Develop job descriptions & qualifications
  - Must connect to service descriptions
- Pay rates- by job classification
- Employee handbook
  - Code of Conduct
  - Participation in trainings
  - Late/Absence policy
  - Disciplinary procedures

## SDSC as employer (part 2)

- Non-discrimination policy
- Who will supervise staff?
- Scheduling
- Backup plan
- Recruiting
- Training

## Housing- Consolidated MR waiver

- Funding may be available under MR Consolidated waiver
- Will SDSC manage or provide?
- If yes, housing & program must be licensed under 55 PA Code 6400
- Reimbursement will include mortgage, taxes, utilities, maintenance, phone, van

## Housing- OBRA waiver

- No funding through waiver- other financing sources must be found
- May include Section 8 voucher, PHFA mortgage and/or \$ from trust fund
- SDSC unlikely to get mortgage itself initially- no credit
- SDSC may manage housing for supported individual

## Additional questions?

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