

Instructions for Individual Service Plan Budgets for the last quarter of FY11 and the first quarter of FY12

The current freeze on Individual's DD Waiver ARA Budget amounts will be discontinued as of July 1, 2011, when the new Waiver cycle begins. Individuals will be able to increase the amount of services they receive at that time, as long as the total budget for ARA services does not exceed the current cap for their Annual Resource Allotment category.

All persons receiving services should plan for only the amount of services necessary to increase independence from paid support, make progress toward their ISP outcomes and maintain health and safety. For this reason, Individual's and their teams should not increase services if the current level of support meets these expectations.

The following questions and answers should assist:

1.	<i>If my Individual Service Plan (ISP) and Budget start in July, can I increase my budget when it is submitted in May or June?</i>	Yes, budgets which have effective dates on or after July 1st, 2011 can be increased from the previous (current) budget- as long as the total does not exceed the ARA cap established January 1, 2011.
2.	<i>Will we still use the 1-1-11 ARA with reduced caps (8%) and rates (5%) after July 1?</i>	Yes. The 1-1-11 ARA, which was reduced as part of the cost containment initiative earlier this year, remains in place.
3.	<i>What if I have an exception to the budget freeze request into the Regional Office?</i>	You will still need an exception to the budget freeze for all effective dates before July 1, 2011. (All other exceptions follow the normal procedure).
4.	<i>After July 1, 2011 may I increase existing budgets as well?</i>	Yes. For example, a budget which was effective as of March 1, 2011 may be increased as long as it remains within the total ARA budget cap. These budgets may only be submitted for increase after July 1, 2011, (with an effective date of July 1 or later).
5.	<i>Where can I call if I'm still confused?</i>	Call your DDS Regional Office.