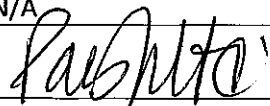


Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Individualized Community Services
Standard Title	Community Integration Activity Reimbursement
Regulations	
Original Issue Date	06/14/2013
Latest Revision Date	11/29/2022 01/12/2023
Number of Pages	1
Attachments	N/A
Approved by: Paula Jubic, Executive Director	

Standard:

To provide appropriate community integration funds to qualifying individuals receiving Community Habilitation services through CCDS. Community integration funds are provided to staff of individuals who otherwise, would not be able to take part in community activities due to financial constraints.

Purpose:

Community integration reimbursement must directly reflect the goals/outcomes written in the individual's Life Plan.

Community integration funds will be disbursed to the staff working with the individual and it is their responsibility to submit an expense report and receipts on a monthly basis. Reimbursement of funds will not be disbursed until expense reports and receipts are received.

Procedure:

1. Staff will use their own money and be reimbursed when they submit their expense form.
2. Community Integration funds will cover the cost of admission for the staff person for appropriate, goal directed, community based activities in the individual's Life Plan. Examples would include, but are not limited to places such as; museums, bowling, miniature golf, arts and craft materials, ingredients for cooking goal, etc.
3. Meals for the individual receiving service should be purchased ONLY if the valued outcome supports the activity. There is a \$5.00 a day limit on lunch (before 4 pm) and \$7.00 on dinner (after 4 pm) food purchases. Staff will not eat out more than one time per day, even if the staff works with multiple individuals in one day.
4. Community Integration funds cannot be used to purchase items or receive a service that strictly benefits the individual receiving services on a personal level. Examples would include, but are not limited to, the following list; toys/collectibles, fuel, pet food, video games, school supplies, personal care products, haircuts, clothing, etc.
5. Staff will contact their supervisor for prior approval of any activity that is more than \$15.

Standard: *Community Integration Activity Reimbursement 2013.06.14*