

## PATHWAYS ABILITIES SOCIETY

### **POLICY: INDIVIDUALIZED FUNDING (IF)**

**Applies to:** All Personnel and Persons Served

Original Approval Date: June 27, 2005

Date Board Approved: September 18, 2017

Replaces Policy Dated: January 25, 2013

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Board Member's Signature

### **PREAMBLE**

IF is becoming a source of service funding that gives individuals and their families the power to purchase and control services that are provided to adults and children with developmental disabilities. IF funding can come directly to the person, their family and/or support network or through government contracts that are specific to the person.

IF is administered by private contractors, micro boards and community organizations. Administrators (people who are responsible for) of IF have a responsibility to fulfill the expectations of the contract or agreement, which are clearer (explicit) than the general government contractual requirements. This includes the person controlling and directing services and possibly selecting their staff.

IF can be used to purchase day or homes services.

### **POLICY**

Families and individuals discuss with Pathways Abilities Society staff the type of service and support they want. If Pathways Abilities Society can provide what they want within the rules (parameters) of Pathways Abilities Society's policy and procedures, collective agreement and applicable laws and regulations, a contract or an agreement is written up and signed. Everyone will make every effort to adhere to what has been agreed to.

IF position postings will only include the number of hours specific to the contract or agreement.

The person or persons involved in the hiring of staff or finding staff will be made aware of the rules (appointment provision) of the collective agreement and will receive a summary of each of the people applying for the position including how long they have worked for the society. If required, they will also receive resumes or summaries from people who may have applied and are not currently working for the society. The people participating will ask questions that relate to gathering information on the person's qualifications (experience, schooling and training), abilities (what they can do) and personal suitability (are they the right person). In the end, the persons with the IF funding chooses the person they want to work or live with them.

IF is monitored or checked by the designated or chosen Pathways Abilities Society staff person. Each year, all those involved in IF receive a Pathways Abilities Society satisfaction survey. If the IF contractor is billed monthly they are also asked if they are happy with their service when they receive their monthly invoice.