

SELF-DETERMINATION PROGRAM: General Self-Directed Supports (099)

**Qualifications and Agreement Form**

Applicant Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Statement of Written Qualifications**

Individuals seeking to provide vendored General Self-Directed Supports must submit a written qualification statement indicating their knowledge and/or experience in each of the following areas. **Please provide a brief statement about how you meet each of these qualifications.**

1. Knowledge of people with developmental disabilities, through lived experience, and/or one year of formal paid experience.
  
2. Completion of a training course about the self-determination program; and,
  
3. Knowledge of the Lanterman Developmental Disabilities Services Act, including SDP requirements.

**Service Agreement**

As a service provider for general support needed during a participant's enrollment into the Self-Determination Program (SDP), I agree that I will assist in the areas listed below, as appropriate for each participant and/or family I assist:

1. Individual program planning
  - a. Coordination with an individual who provided the Initial Person-Centered Plan
  - b. Assistance at the individual program planning meeting to identify the potential SDP participant's needs, goals and services in the SDP
  
2. Coordinating how services and supports are provided
  - a. Finding and hiring qualified staff or an agency provider
  - b. Negotiating staff pay or provider rate

- c. Understanding the process for obtaining criminal background checks for staff, if applicable
  - d. Basic information about who can provide services (e.g., qualifications, rules on who may or may not be paid)
  - e. Basic information about how to manage staff (e.g., setting expectations and hours of work, timely submission and claiming for hours worked)
  - f. Coaching on all aspects of onboarding and training staff
3. Managing the 12-month SDP individual budget through the spending plan
- a. Education about generic sources of funding to maximize use of SDP funds
  - b. Understanding the process/assistance to obtain a certified 12-month budget, understanding how an SDP individual budget is developed and reviewing/developing the individual spending plan
    - c. Learning and developing basic skills in budgeting and tracking monthly expenditures
    - d. Basic information about the use of SDP funds (e.g., as required in state or federal law and regulations)
    - e. Assistance with establishing communication and coordination between the regional center, FMS provider, and staff

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_