



of Summit and Portage Counties  
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Welcome to the 2010 Family Support Services Process. Enclosed/attached you will find forms which need to be completed in order to request Family Support Services (FSS) and to determine award amount for the FSS Program based on the Co-Pay Standard found in the **Summit DD Family Support Services Plan for 2010**. You will also find a list of available Certified Respite Providers (In Home Respite (Individual and Agency), Out of Home Respite), a sample invoice and instructions to complete invoices, as well as blank invoices to utilize for billing for respite services. A form stating you will use a provider from the approved list or a waiver should you choose a provider not listed on the Certified Respite Provider List. There are informational sheets regarding Summit DD Family Support Services Plan for 2010, Bill of Rights, MUI and resolution compliant process, and a sheet you need to sign and return stating you have received the informational flyers.

**\*\*\*All of the sheets which need to be returned to the office before services can begin are green in color and/or have a green box in the lower right corner.\*\*\***

We look forward to assisting you with this very important service. If you should need assistance with the forms, please call The Arc and we will assist you in any way possible. **Please remember, completing an application does not guarantee eligibility for Family Support Services. You must receive an Award letter, from The Arc of Summit and Portage Counties, prior to billing for services.**

Sincerely,

Verna K. Whitmire  
Business Manager/Director of FSS

Family Support Services are funded locally through Summit DD

