

# FAMILY CAREGIVER SUPPORT PROGRAM

## Home Modifications & Assistive Devices



3. Obtain your signature on a home mod/assistive device care plan.

- If item requested is over \$250; three bids will be requested.

- The case manager will determine if other funding may be available to assist in payment. Example: medicare, medical assistance, etc.

- An assistive device that is purchased through the Agency and is no longer in use/needed, will be requested to be returned for use with future clients of the Program. Due to lack of storage space, the Agency asks that clients retain, if possible, large items such as ramps until another client in need is located.

- A cost sharing guide is established annually by the State Dept. of Aging and is based on Federal poverty guidelines. It indicates the current dollar amounts of household income ranges at different cost sharing levels and household sizes.

- If an item has been approved for purchase and it cost more than allowed on the cost sharing guide, the caregiver must pay the balance. In these cases, the Agency will encourage you to donate the item to the Agency when it is no longer in use/needed. However, you will not be forced to donate the item.

### **BILLING PROCESS**

After you have received written approval to have the home modifications completed or approval to purchase an assistive device, then you will submit your final receipt to the Agency that you received for your payment in full. The caregiver must date and sign the back of all receipts. A three month limit is given for completion of home mods or purchase of an assistive device. If you submit for reimbursement of services and supplies, your final receipt should be included in this. It would be a good idea to keep a copy of this receipt for your records.

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**JANET D. TALERICO  
EXECUTIVE DIRECTOR**

### **BOARD OF COMMISSIONERS**

**Patricia L. Kirkpatrick  
Richard L. Fink  
James V. Scahill**

## **GENERAL GUIDELINES AND PRIOR APPROVAL PROCEDURES FOR HOME MODIFICATIONS**

\* Major home modifications will be approved with regard to caregiver need and availability of funding. Repairs or new construction will not be approved. New construction is considered to be an addition to your home that would expand the floor space. A modification would be changing what is already existing without expanding floor space.

\* Case manager will make a home visit and assess your needs for a home modification.

\* Case Manager will give you:

1. Listing of approved home mods.
2. Home modification prior approval request form for you to complete.
3. Obtain your signature on a home mod/assistive device care plan.

\* Request three bids for the home modification project.

### **HOME OWNERSHIP**

\* Caregiver or carereceiver must own the home or

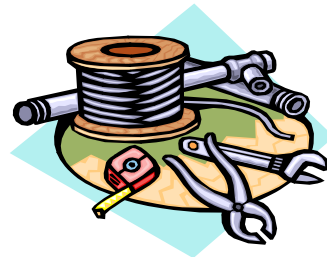
\* If rented, the caregiver or carereceiver must obtain the landlords written permission for the home modification and it must also indicate whether the owner will require the home to be returned to its original state. The original state is removal of the home modification so that home is the way it was prior to the changes.

\* FCSP funds cannot be used to restore to original state.

\* The caregiver and carereceiver will continue to live in the home in the future.

## **HOME MODIFICATION REIMBURSEMENT RULES FOR CONTRACTORS**

- Caregiver must obtain 3 bids for the project.
- Items listed on bids must be for project only.
- Cost of labor and cost of materials **MUST** be listed separately.
- Agency reimbursement will be limited to the cost of the lowest of the 3 submitted bids.
- Caregiver has the option of choosing any contractor that he chooses. However, the Agency will only reimburse the lower price that was agreed upon and **ONLY** for items listed on the lowest bid.
- Do not begin your project until you receive your approval letter, since the Agency is unable to reimburse for projects begun prior to the issuance of its approval letter.
- If a different contractor is used, the final bill must be submitted and the care manager will review each item and match them to the lowest bid. If other items are listed, they will **NOT** be reimbursed!
- Care manager will make a home visit after completion of the project and prior to reimbursement to look at the project and make sure it was completed.
- The Family Caregiver Support Program is not liable for any home modifications.



## **REIMBURSEMENT RULES FOR “Do It Yourselfers”**

- All rules for contractors apply.
- The Agency will not reimburse for any labor for family members.
- The caregiver should request a copy of the lowest approved bid so that he can compare exactly what items were approved for reimbursement. Any additional items will not be reimbursed.
- Receipts for every item are required.
- We will not reimburse until project is completed and all receipts are received and the completed project has been seen by the care manager.

## **PRIOR APPROVAL PROCEDURES AND POLICY ON RETURN OF ASSISTIVE DEVICES**

An Assistive Device is a non-disposable personal device that is usable to assist the Caregiver or the Carereceiver to carry out an activity of daily living and reduce the Caregiver’s burden.

- ALL assistive devices will be approved with regard to need and the availability of funding.
- Case manager will make a home visit and assess your needs for an assistive device.
- Case Manager will give you:
  1. Listing of approved cost devices.
  2. Assistive Device prior approval request form for you to complete.