

SECURING A FUTURE FOR YOUR CHILD WITH A DISABILITY

A Parents Guide to
Adult Services
In Alexandria,
Arlington,
Fairfax and Falls Church



Providing Opportunities, Information, Networking
and Transition Support

Produced for the Transition POINTS Program
of The Arc of Northern Virginia



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Families need realistic, actionable information with which they can make a wide range of decisions over the lifespan of their loved one with an intellectual or developmental disability. Providing this information is the mission of The Arc of Northern Virginia--Transition POINTS (Providing Opportunities, Information, Networking and Transition Support) program.

This guide is one of six developed for Transition POINTS that focus on key decision points: receiving a diagnosis and having a child enter an early intervention program; starting school; transitioning out of the school system; securing employment; finding a place to live outside the caregiver's home; and aging with a disability.

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SECURING A FUTURE FOR YOUR CHILD WITH A DISABILITY: A Parents Guide to Adult Services in Alexandria, Arlington, Fairfax and Falls Church

As the parent of a child with a disability, until now you and the school system have shared the responsibility of how your child will spend the majority of his or her time during the day. Most likely your child lives with you, goes to school, and perhaps engages in activities sponsored by the school system or in which other peers participate.

However, once a child becomes a legal adult at age 18, parents and family must take the lead in defining the future of the adult with a disability. This means researching and advocating for services in areas such as work, recreation, and housing. It also means making arrangements for your child's long-term financial security.

Making decisions for a grown up child with a disability is complicated. This document will help you answer the following questions:

Who's in charge of key life decisions. Parents want to give their child the greatest degree of independence possible that still guarantees that person's safety and well-being. The law provides a range of options for safeguarding an adult with a disability, from powers of attorney to guardianship and conservatorship.

Whether your adult child is eligible for government support. Beginning at 18, a disabled adult may qualify for monthly income from the Social Security Administration and for Medicaid. Some persons with a disability may also benefit from various waiver programs under Medicaid.

What kind of jobs and day support programs are available. Planning for jobs starts early before a child gets out of school, with vocational assessments and (ideally) some volunteer job experience. If your child is found eligible for adult services, localities may offer vocational testing, as well as help in finding, training for and getting support on the job.

Which recreational activities are best. Recreational activities are important for keeping people healthy as well as giving them a social outlet. Both local governments and non-profit groups offer recreational and sports programs for adults with a disability.

How he or she will get around. Travel training for persons with disabilities is available in all three localities. In addition, local transportation companies (including bus, subway, and taxis) in Alexandria, Arlington, and Fairfax offer programs to increase convenience and reduce the cost of transportation.

Where they'll live. This is likely the biggest unknown parents face—where their child will live. Safety, cost, availability, and convenience are all factors in deciding where an adult child with a disability can and wants to live. At present, there are not enough residential placements to meet demand. Priority for public-supported housing is given depending on the level of disability and urgency of need.

Even if your child won't graduate from the school system until age 22, several steps must be taken by the time he or she reaches age 18. Read through this document and watch for items marked "ASAP" for steps to take right away. Or read through the "Checklist for Parents" for decisions to be made beginning at age 12.

This is not a legal document and does not spell out your or your child's rights and responsibilities under the law. Every effort has been made to verify the information in the document, but please be aware that items such as program regulations, deadlines, and contact information change. Referrals to organizations and individuals are for informational purposes and do not constitute an endorsement of their services.

Where to Find the Guide

A digital PDF version of "Securing a Future..." can be found on The Arc of Northern Virginia's website at: <http://www.thearcofnova.org/programs/transition/>

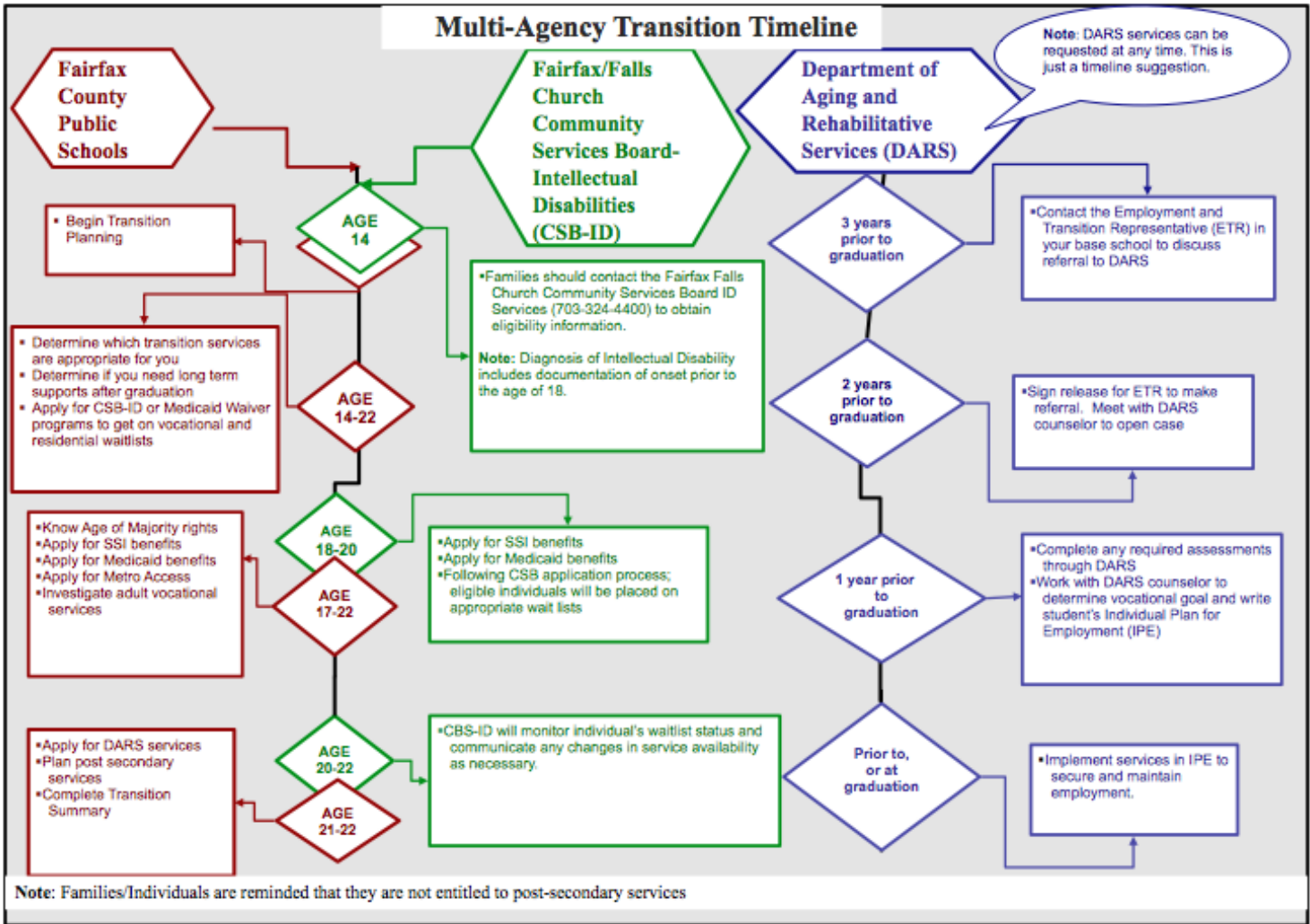
Securing a Future: A Checklist for Parents

Step to Take by Age	Estate/	Post-HS	Job/	Leisur	Transpor	Housing
ASAP						
Create file for key documents: birth certificate, Social Security info, medical history, financial and legal documents	x					
Have a will drawn up for parents	x					
Create a Special Needs Trust	x					
Determine if child with disability qualifies for	x					
Explore person's eligibility for Medicaid waivers: ID, IFDDS, Day Support, EDCD.	Eligibility	& services	vary	with	disability	and age.
Ages 12-14						
Keep record of child's aptitudes, vocational & leisure interests			x	x		
Discuss child's needs with local therapeutic recreation dept.				x		
Age 14-16						
Begin including transition goals in IEP, as well as transportation & vocational ones		x	x	x	x	
If using public transit, obtain metro reduced-fare ID or MetroAccess cards					x	
Explore eligibility for adult services with local school system or CSB; fill out application and release of information forms			x			x
Explore Medicaid waiver eligibility: ID, IFDDS, Day Support, EDCD. Get on wait			x			x
Age 16-18			x			x
If college-bound, research colleges. Visit campuses; meet w/ disability support services.		x				
Gather information on vocational and day support programs			x			
Determine eligibility for adult services through appropriate local agency			x			x
Age 17 (or 12-18 mo. before leaving school)						
For college-bound, take required tests; arrange interviews, visits. Meet with disability support services dept. & determine		x				
Visit vocational/day support providers			x			

Securing a Future: A Checklist for Parents

Step to Take by Age	Estate/ Legal	Post-HS Education	Job/ Day Support	Leisure	Transport	Housing
Fall of senior year						
Apply to post-secondary schools		x				
No earlier than 17 yrs., 6 months						
Decide on power of attorney, guardianship or other options. Contact attorney.	x					
2 months before 18th birthday						
Determine if adult with disability qualifies for SSI	x					
1 month before 18th birthday						
Have attorney prepare final documents for	x					
Apply to post-secondary schools if not		x				
Age 18-22						
Update will. Inform family about wills, trusts, guardianship, etc.	x					
Apply for Supplemental Security Income (SSI)	x					
Explore adult recreational & social programs				x		
Once accepted for SSI, apply for Medicaid.	x					
Check that job income doesn't jeopardize	x					
If not already done, determine eligibility for	x					
If not yet done, obtain metro reduced fare transit cards/ID					x	
Investigate housing options; visit residences						x
If eligible for publicly funded housing, get						x
Age 20-22						
Before graduating, decide on & choose day support or vocational services, & the non-profit org that might provide the service.			x			
Determine potential use of public transportation or IDDS specialized transportation services.					x	

Transitioning from School to Work: A Trip through the Process



Although this timeline is for Fairfax and Fall Church, Alexandria and Arlington CSBs support similar timelines, and their processes for working with the public schools and with the Virginia Department of Aging and Rehabilitative Services are similar. Residents of Fairfax County should call the Fairfax-Falls Church Community Services Board Entry and Referral (703-324-4400) for assistance with transition. City of Alexandria residents may call the Alexandria CSB Central Intake (703-746-3535). Arlington County residents should call DHS/IDD Services (703-228-1700).

ESTATE AND BENEFITS PLANNING

GOAL: Ensure your adult child will receive federal and state benefits for which he or she may be eligible and will be taken care of in the event of a parent's death or disability.

When to Take Action

What Needs to Be Done

Who Can Help

General Financial Planning ASAP

A **will** is critical to ensuring that your wishes are carried out regarding how and to whom your assets are divided after your death. If you have an heir with a disability, this is doubly important. Find an attorney who understands how to address the unique needs of **each** of your children and not jeopardize the benefits or services of your heir with a disability and/or the relationship between the siblings and family members.

Contact your family attorney for a will and general estate planning. A separate document called a special needs trust should be created for the child with a disability (see below).

Some families also find it useful to see a financial planner.

Special Needs Trust ASAP

Create a stand-alone trust document to allow a person with a disability to have an unlimited amount of assets held in trust without affecting his/her eligibility for federal benefits programs.

For general information on special needs trusts, see www.nsn.com/frequently.htm or www.kidsource.com/kidsource/content4/e_state.dis.all.3.3.html. See also Appendix.

There is a pooled special needs trust program in the region with The Arc of Northern Virginia. A pooled special needs trust provides the family and the individual with a disability with an affordable way to save and invest resources to enhance the quality of the person's life. Find out more at www.thearcofnovatrust.

Not all attorneys are able to do these documents. See the Appendix on Legal Resources for a list of attorneys.

See Appendix for more information.

Letter of Intent ASAP

This document provides detailed information on your child's life, as well as your wishes for his or her future. Not legally binding but invaluable to those who may have to take over your child's care.

ESTATE AND BENEFITS PLANNING

GOAL: Ensure your adult child will receive federal and state benefits for which he or she may be eligible and will be taken care of in the event of a parent's death or disability.

When to Take Action	What Needs to Be Done	Who Can Help
<p><i>Supplementary Security Income (SSI)</i></p> <p>ASAP for benefits for child with a disability</p>	<p>Determine if your child (under age 18) might qualify for SSI. The child must meet the Social Security Administration's strict definition of disability and must have few or no financial assets. <i>Parents' assets and income are taken into consideration.</i></p>	<p>You can complete a large part of the application by visiting the website at http://www.socialsecurity.gov/pgm/ssi.htm You also need to call toll-free at 1-800-772-1213 and ask for an appointment with a Social Security representative to complete the application either by phone or in person.</p>
<p>2 months before age 18 for benefits for adult with disability</p>	<p>Determine a person's eligibility for SSI as an adult with a disability. The adult with the disability must meet functional disability and income/asset requirements (less than \$2,000 of assets in their own name.) <i>Parents' income and resources are not counted.</i></p>	<p>Start your application by visiting the website at http://www.socialsecurity.gov/pgm/ssi.htm You also need to call toll-free at 1-800-772-1213 and ask for an appointment with a Social Security representative to complete the application either by phone or in person.</p> <p>NOTE: Try to fill out the forms and prepare supporting documentation before meeting with the Social Security representative.</p>
<p>Age 18</p>	<p><i>Apply for</i> SSI, if your adult child meets the disability and income requirements.</p>	<p>NOTE: You may charge your disabled dependent who's receiving Social Security benefits for rent in the family home, food, medical expenses and clothing. Rent charged must be at least 30% of the current maximum benefit to get that maximum benefit. See Social Security regulations for details.</p>
<p>Once receiving Social Security benefits</p>	<p>If working, beneficiary MUST report any earnings to Social Security. Keep informed on how to work and still maintain benefits.</p>	<p>For help in working and still maintaining public benefits, contact Marilyn Morrison, Community Work Incentives Coordinator, 571-339-1305 mmorrison@vaaccses.org</p>

ESTATE AND BENEFITS PLANNING

GOAL: Ensure your adult child will receive federal and state benefits for which he or she may be eligible and will be taken care of in the event of a parent's death or disability.

When to Take Action	What Needs to Be Done	Who Can Help
<p><i>Power of Attorney/ Guardianship/Conservator ship</i></p> <p>At age 17</p>	<p>Get information about the pros and cons of different types of legal relationships that guide decision making for an adult with a disability. Options range from a representative payee to guardianship and conservatorship.</p>	<p>See explanations of options in Appendix.</p> <p>The Arc of Northern Virginia is the local resource for the state's public guardianship and conservatorship program. Call 703-532-3214.</p> <p>For information from the Virginia Guardianship Association, visit www.vgavirginia.org</p>
<p>Not before 17 years and 6 months</p>	<p>If you are seriously considering guardianship, contact an attorney experienced in such proceedings.</p>	<p>See attorneys listed in the appendix under "Legal Resources" or contact The Arc of Northern Virginia (703-532-3214).</p>
<p>1 month before 18th birthday</p>	<p>Have attorney prepare final documents.</p>	
<p><i>Medicaid Health Insurance</i> ASAP</p>	<p><i>If your child has qualified for SSI, he or she is automatically eligible for Medicaid. You still need to fill out an application.</i></p>	<p>www.dmas.virginia.gov for general information. However, you must apply through your local Dept. of Human Services; <i>if already receiving SSI, ask for the Medicaid short form.</i></p> <p>Alexandria: Dept. of Human Services, 703-746-5700 Arlington: DHS/IDD Services, 703-228-1300 Fairfax: Department of Family Services, 703-324-7500</p>
<p><i>Private Health Insurance</i></p>	<p>A person with a lifelong disability can stay on their parents' insurance indefinitely. For new insurance plans, a disability cannot be considered a pre-existing condition for children under 19.</p>	<p>For help with understanding Medicaid and private insurance issues, contact Virginia Insurance Counseling & Assistance Program 703-324-5851</p>

ESTATE AND BENEFITS PLANNING

GOAL: Ensure your adult child will receive federal and state benefits for which he or she may be eligible and will be taken care of in the event of a parent’s death or disability.

When to Take Action

What Needs to Be Done

Who Can Help

Medicaid Waiver Programs

ASAP to get on waiting list

Persons with intellectual and developmental disabilities may also qualify for certain services under the Medicaid Waiver Programs.

Determine your child’s eligibility for waivers with school transition coordinator and local support coordinator.

The State of Virginia funds waiver slots, but funding has generally been inadequate to meet needs statewide.

Each waiver has different rules regarding eligibility criteria, services offered and wait times, so even if your child qualifies it may be unlikely in the near future that he or she will receive services under this program.

See The Arc of Northern Virginia’s website

www.thearcofnova.org/programs/waivers or “Waiver Programs” in the appendix.

Also, for general information, www.dmas.virginia.gov

For the ID Waiver

Alexandria City CSB: 703-746-3400

Arlington DHS/IDD Services: 703-228-1700

Fairfax/Falls Church CSB: 703-324-4400

For the EDCD Waiver

Alexandria Elderly & Aging Dept: 703-746-5999

Arlington DHS/IDD Services: 703-228-1700

Fairfax Coordinated Services Planning: 703-222-0880

For the IFDDS Waiver (all localities)

Begin by submitting a request for screening to your local Child Development Center. Contacts for these are at:

http://www.dmas.virginia.gov/Content_pgs/ltc-screen.aspx

Vocational/Day Support Services

ASAP

Begin the process of determining your child’s eligibility for adult vocational and day support services from your locality.

Your child MUST have a diagnosis of an intellectual disability and meet level-of-functioning requirements to be funded by the local Community Services Board. You will need to fill out an application for, provide a psychological evaluation of your child, and sign a release allowing DHS access to any needed medical/psychological records.

Alexandria: Alexandria Community Services Board Intake 703-746-3535

Arlington: DHS/IDD Services: 703-228-1700

Fairfax: Fairfax-Falls Church CSB Entry & Referral 703-324-4400

<http://www.fairfaxcounty.gov/csb>

POST-SECONDARY, VOCATIONAL AND DAY SUPPORT SERVICES

GOAL: To arrange for appropriate post-secondary, vocational, volunteer and/or day support activities for your child after he or she has left high school.

When to Take Action	What Needs to Be Done	Who Can Help
<p><i>Vocational Assessment</i></p> <p>Ages 12-14</p>	<p>Begin and maintain a record of your child's interests and strengths, career exploration activities, and skills</p> <p>Determine with teachers ways that school activities could prepare your child for vocational possibilities</p>	
<p>Ages 14-16</p>	<p>IEPs should include transition goals, including vocational ones, at age 14</p> <p>If not already done, determine your child's eligibility for adult vocational or day support services with school transition coordinator and county support coordinator</p>	<p>Vocational assessments and habilitation services may be coordinated prior to graduation, depending on eligibility and available funds, through your local school system or the Virginia Dept. for Aging & Rehabilitative Services (DARS).</p> <p>DARS assists adults with disabilities to prepare for and engage in gainful employment. Students must meet DARS eligibility criteria. See Appendix for more information on state vocational programs. www.vadrs.org 703-359-1124</p> <p>The transition coordinator at your child's high school is the best first stop resource for information on post-secondary vocational options.</p> <p>Alexandria Transition Coordinators Martha Conner, Employment Support Specialist, 703-824-6800, Ext. 6192 mconner@acps.k12.va.us</p> <p>Angela Brown, Employment Support Specialist, 703-824-6800, X6254 angela.brown@acps.k12.va.us</p> <p>Ameeta Shah, Employment Specialist, Project SEARCH, 703-824-6800, X6650 ameeta.shah@acps.k12.va.us</p>

POST-SECONDARY, VOCATIONAL AND DAY SUPPORT SERVICES

GOAL: To arrange for appropriate post-secondary, vocational, volunteer and/or day support activities for your child after he or she has left high school.

When to Take Action

What Needs to Be Done

Who Can Help

Arlington Transition Coordinators

Joyce C. Kelly, Wakefield: 703-228-6728
joyce.kelly@apsva.us

Linda Saiidifar, Alternative Programs & Job Development: 703-228-6063
linda.saiidifar@apsva.us

Karen Sherman, Yorktown: 703-228-2545
karen.sherman@apsva.us

Brian Stapleton, Arlington Career Center: 703-228-8691, brian.stapleton@apsva.us

Thomas Sweet, Washington-Lee: 703-228-6265, thomas.sweet@apsva.us

Lisa Lee, Stratford: 703-228-63495
lisa.lee@apsva.us

Fairfax County Career and Transition Services 571-423-4150

Fairfax also has Employment and Transition Representatives at each of its 29 high schools and centers. Go to <http://www.fcps.edu/dss/sei/careertransition/contactsheet.pdf>

Arlington County employment services DHS/IDD Services, 703-288-1700

Alexandria City employment services
Alexandria CSB 703-746-3350 or
teri.beresch@drs.virginia.gov

Fairfax County employment services:
Fairfax-Falls Church CSB, Entry and Referral Services, 703-324-4400

POST-SECONDARY, VOCATIONAL AND DAY SUPPORT SERVICES

GOAL: To arrange for appropriate post-secondary, vocational, volunteer and/or day support activities for your child after he or she has left high school.

When to Take Action	What Needs to Be Done	Who Can Help
Age 16-17	Get information about organizations that provide vocational and day support programs through written materials and job fairs	<p>Vendor Resource Fairs—localities hold annual fairs for students seeking vocational or day support programs</p> <p>Future Quest (George Mason Univ.) for students seeking a college experience or degree</p> <p>See also the appendix “Day Support and Supported Employment Options”</p>
Age 17 or 18 months before leaving school	<p>Meet with support coordinator who can help you arrange visits with provider organizations</p> <p>Before graduating, decide on & choose day support or vocational services & the non-profit org that might provide the service</p>	<p>Alexandria: Alexandria Community Services Board, 703-746-3350 or teri.bertsch@drs.virginia.gov</p> <p>Arlington: DHS/IDD Services, 703-228-1700</p> <p>Fairfax: Fairfax-Falls Church CSB Entry & Referral, 703-383-8500</p>
<i>Post-secondary Academic Options</i>	If your child is interested in post-secondary education, many programs exist to help students with disabilities take courses and/or get a degree.	To find out more about post-secondary options visit the Heath Center, an online clearinghouse on post-secondary education for individuals with disabilities, at www.heath.gwu.edu
2 years before leaving high school	Research college programs and make visits with the student; meet with the disability support services office on campus	For other post-secondary options, see www.thinkcollege.net
Junior year of high school	Take required tests; arrange interviews and more visits	<p>George Mason University LIFE Program Program Director: Heidi J. Graff, Ph.D. Program Coordinator: Karen Ingram Phone: (703)993-3905 http://masonlife.gmu.edu</p>
Fall of senior year	Apply to post-secondary schools or programs	<p>Strive Program at NVCC Dr. Jean E. Robinson 301-292-7600 http://www.striveinclud.org</p>

RECREATION

GOAL: To enable your child to participate in recreational and leisure activities.

When to Take Action	What Needs to Be Done	Who Can Help
By age 12	Begin and maintain a record of your child's interests and strengths.	Alexandria Alexandria Recreation, Parks & Cultural Activities, Therapeutic Recreation Jackie Person, TR Supervisor Jackie.Person@alexandriava.gov 703-746-5422 http://alexandriava.gov/recreation
Beginning at 12 and repeated as needed throughout lifetime of child	Fill out any required accommodation forms; this varies by jurisdiction. These would be updated each year and continue on into adulthood. Contact your local therapeutic recreation (TR) office or talk to a teacher/case manager to determine activities that would match your young adult's interests.	Arlington Department of Parks and Recreation Therapeutic Recreation Office Becky Suttell, Unit Manager bsuttell@arlingtonva.us 703-228-4741 http://www.arlingtonva.us/dpr
18+	If new to a TR/adapted program, ask to complete an intake with a Certified Therapeutic Recreation Specialist (CTRS)	Fairfax Fairfax Neighborhood & Community Services, 703-324-5532 or www.fairfaxcounty.gov/ncs/trs See also FCPS Parent Resource Center http://www.fcps.edu/cco/prc/AdaptedSportsandRecreation.htm
When ready to take a class	Call the Therapeutic Recreation office and register; request an accommodation if needed. Your locality may also be able to make accommodations in general recreation (non-TR) classes or camps. Be sure to request accommodations in advance.	See phone numbers and websites above. Both public and private organizations run sports, social, and therapeutic programs for individuals with disabilities. See list in Appendix. Many private organizations have their own intake and assessment processes. Be sure to ask if a free evaluation or intake is available. When requesting accommodations for programs, ask which accommodations they are willing and/or able to make.

TRANSPORTATION

GOAL: To enable as much independence as possible in getting to/from activities by teaching transportation skills and taking advantage of lower-cost transportation options

When to Take Action	What Needs to Be Done	Who Can Help
Beginning at age 12	Consider child's readiness to learn travel skills and what skills need to be taught	
Once child/adult is traveling away from home	Obtain a non-driver identification card from the Virginia Dept of Motor Vehicles. These cards have no age restriction and are available for anyone who does not hold a learner's permit or driver's license.	See DMV web site at http://dmv.state.va.us/webdoc/citizen/legal_presqa.asp or call the agency's toll-free telephone number at 1-866-DMV-LINE
Age 12 - graduation	Include travel skills goals as part of IEP and as part of the Transition Plan	Travel training is provided free of charge by the ENDependence Center of Northern Virginia. 703-525-3268
	To ensure reduced transit fares, obtain a Metro Disability ID card from Washington Metropolitan Area Transit Authority. The card enables eligible persons with a disability to obtain reduced fares on Washington area bus and rail.	Contact the Transition Coordinator for your child's school and/or Special Education support coordinator at school in advance of the IEP meeting
		To download an application for the ID card, see: http://www.wmata.com/accessibility/doc/Reduced_Fare_Application.pdf Applications are also available at Commuter Stores in Arlington, Alexandria and Fairfax County
		Find out more about accessible transportation options in Virginia, see: www.commuterpage.com/paratran.htm . Investigate MetroAccess options.
		See Appendix for a list of places to obtain applications for the Metro Disability ID card and to purchase reduced fare SmarTrip cards.

LIVING ARRANGEMENTS

GOAL: To have your child live in the community when the time is right for him or her to leave the family home.

When to Take Action	What Needs to Be Done	Who Can Help
ASAP	Get on waiting lists for housing as early as possible.	
In child's teenage years	<p>Planning for housing is very challenging for a variety of emotional and financial reasons. Begin the planning process in early adulthood, even if you want your child to live with you for the foreseeable future. It is much better for housing decisions to be made thoughtfully and methodically over a period of years than in a crisis situation.</p>	<p>Alexandria: Alexandria Community Services Board 703-746-3350</p> <p>Arlington: DHS/IDD Services, 703-228-1700</p> <p>Fairfax: Fairfax-Falls Church CSB 703-324-4400</p>
At age 18	<p>With support coordinator, learn the distinctions among options. Visit potential residences.</p> <p>By 18, be sure to have applied for Medicaid, determined guardianship or other alternatives, set up a special needs trust, and be assigned a support coordinator as recommended in this guide. If not already done, get on housing wait lists.</p> <p>A person's housing options depend on the level of functioning and what support programs (such as SSI, Medicaid waivers) the child qualifies for.</p> <p>Placements are based on urgency of need rather than length of time on a waiting list. If a family's need is less critical than that of others who've applied, the process may take several years.</p>	<p>See appendix for types of housing options available.</p> <p>A list of contracted residential providers is in the Appendix.</p>
	<p><i>As of October 2013, housing choice voucher and public housing waiting lists are closed.</i></p>	

APPENDIX 1: DOCUMENTS AND RECORD KEEPING

Gathering information for and keeping key documents on hand will make it easier to carry out the advocacy and caregiving tasks you will face throughout the lifetime of your child with a disability. For example, when applying for SSI, you must demonstrate that your child has a qualifying disability. If you are a Representative Payee, you must file annual reports on how benefits were spent. You may have to prove guardianship to doctors, pharmacies, health insurance companies, banks, and social service agencies.

The first step is to establish a filing system that works for you. Then copy or scan important documents for easy access and keep originals in a safe place. Be sure family members and your attorney know where these documents are.

Letter of Intent

One of the most important documents to have in your child's file is a Letter of Intent. In it, you have an opportunity to describe your child's current life and to express your values, wishes and vision for his or her future. Although not legally binding, a Letter of Intent is invaluable to those who will take over the care of your child. What goes into the document will vary with the individual but would probably include:

--**Your vision of your child's future:** what goals you have for your child's life, where they would live and with whom, what activities they should maintain (such as going to church or taking vacations).

--**Your child's vision of his or her future.** Whenever possible, include your child's ideas and desires in the document. Maybe he or she has a favorite family member who should be a strong presence in their life after the death of the primary caregiver(s) or has definite notions of the kind of work they would like to do.

--**Description of personal qualities.** Future caregivers would benefit from knowing the unique aspects of your child: overall personality and mood, talents and strengths, degree of independence, medical or behavioral challenges, and sense of humor.

--**Specifics on the individual's daily life:** school or work schedules; weekend activities, including religious education or attendance; bedtime routines; food and clothing preferences and sensitivities; preferred toys, games, and exercise routines; and typical outings, for example.

--**Medical history:** This section can be brief—diagnosis, current treatment & medication regimes—but then should state where to find more detailed medical records and refer to contact list (see below).

--**Living expenses.** It may be helpful to include annual costs of items such as food and rent, medical visits and equipment, health insurance, recreational activities and vacations, etc., to give future caregivers an idea of how the individual's special needs trust and benefit monies might have to be spent.

--**Contact information:** siblings and other relatives, friends, doctors and therapists, preferred pharmacy, school or employer information, lawyers, trustees and backup guardians, insurance agents, banker and financial planners, etc.

For more on the rationale for a Letter of Intent, see <http://www.child-autism-parent-cafe.com/letter-of-intent.html>

Documents to Keep on File

In addition to a Letter of Intent, create and/or collect and keep on file:

--**Basic identification documents:** Birth certificate (often need the original), Social Security card, driver or non-driver's license, passport, Medicaid card, health insurance card.

--**Bank information,** including any accounts opened for the benefit of your child, Representative Payee accounts, numbers of any debit or credit cards your child is allowed to use and associated PIN numbers.

--**Legal documents** such as wills, special needs trusts, guardianship orders, power of attorney or conservatorship papers. Names of backup guardians and trustees can be kept here as well as named in the Letter of Intent.

--**Medical history,** including diagnosis, evaluations, past and current treatments and therapies (including providers' contact information, dates of treatment, and facility where treated), and prescription records.

--**Financial records,** including any evidence relating to assets or resources of the disabled person, tax returns, pay stubs or other evidence of income, and payments for medical services and equipment.

APPENDIX 2: SUPPLEMENTARY SECURITY INCOME

You may begin the application process for SSI two months before your child turns 18. The steps for applying are:

Start with a disability report. Go to the website at <http://www.socialsecurity.gov/pgm/ssi.htm> and click on Disability Report for Adults. Fill in as much information here as you can prior to your appointment at the local office. The application asks for names, addresses and telephone numbers of doctors and therapists who have treated your child and information on any hospitalizations. More descriptive medical records—such as a letter explaining a diagnosis or evaluations by therapists or schools—can be brought to the intake meeting (make copies!).

You may also complete the application at the appointment at the local SSI office, although this means taking all your medical records with you and considerably more time with the interviewer. If you do not have access to a computer, you can request an application be mailed to you when you call the 800 number.

You cannot complete the application for benefits online; you must call Social Security for an appointment.

Call Social Security. To make an appointment, call **1-800-772-1213** (TTY **1-800-325-0778**) between 7 a.m. to 7 p.m., Monday through Friday or contact your local Social Security office. It is best to call the 800 number rather than the local office as field offices are under staffed and the hold times can be very long. You will be greeted by an automated answering attendant, who will prompt you to state why you are calling; say “Apply for SSI.”

The auto attendant will ask for you to say or key in your child’s Social Security number. You will then be directed to a representative. You will also need your child’s address and phone number.

Set up a screening interview. The representative will set up a screening, which continues the application process, at your local Social Security office.

Alexandria Office
PLAZA 500, Suite 190
6295 Edsall Road
Alexandria, VA 22312
1-800-772-1213

Arlington Local Office
401 Wilson Blvd. Suite 200
Arlington, VA 22209
703-235-1188

Fairfax Local Office
11212 Waples Mill Rd
Fairfax, VA 22030-7401
1-800-772-1213

All three offices are open 9:00-3:30 p.m. Mon-Fri

Go to the screening interview. Bring to the intake interview any and all information to prove your child’s age, citizenship, disability, and lack of assets/resources:

- Child’s original birth certificate (or other proof of age and citizenship) and Social Security card
- Documentation to verify your address
- Copy of Special Needs Trust, guardianship or conservator order
- Child’s Individual Education Plan
- Income slips if your child has income
- Information on any assets your child owns like a savings account, investments, title to a car or life insurance. *These cannot total more than \$2,000* (unless held in a special needs trust, see Appendix 5).
- If you have *not* completed the application online, bring the required medical records and contact information to the screening.
- Checkbook or other papers that show a bank account number to have benefits deposited directly to a Representative Payee account.

Be aware that SSI is intended to cover living expenses like rent, food, and utilities. For example, it is permissible to charge your adult child rent if he or she lives in the family home. Rent charged must be at least 30% of the current maximum benefit to get that maximum benefit.

Set up a Representative Payee account. Once your child receives benefits, you will need to set up a Representative Payee account; be sure to title the account correctly (SSA has suggested wording). *Automatic deposit of benefits is required.*

APPENDIX 3: HEALTH INSURANCE

Having adequate health insurance is an important element in securing your child's financial as well as physical health. Adult children with a lifelong disability may stay on their parents' health insurance indefinitely (non-disabled children are not covered after age 26). Steps you can take now include:

- Applying for Supplemental Security Income payments for your child with a disability. If your child qualifies for this program, it is much easier to get him or her Medicaid coverage.
- Exploring options and costs of health insurance for your child once you are no longer working.

Private Employer Health Plans

The Affordable Care Act of 2010 extended healthcare coverage for families and individuals and provided important protections for individuals with disabilities.

Dependents with a lifelong disability can remain under your employer-sponsored policy beyond age 26. Also, job-based and new individual plans won't be allowed to deny or exclude coverage to any child under age 19 based on a pre-existing condition, including a disability. Starting in 2014, these same plans won't be able to exclude anyone from coverage or charge a higher premium for a pre-existing condition including a disability.

Medicaid

Medicaid is a federal health insurance program available to low-income persons, the elderly and people with a disability. One way to get Medicaid is to qualify for Supplemental Security Income (SSI). If you meet the requirements for SSI, you will meet those for Medicaid.

However, starting in 2014, the Affordable Care Act will expand the Medicaid program to cover people under age 65, including people with disabilities, with income of about \$15,000 for a single individual in 2010 (higher incomes for couples/families with children).

This expansion helps low-income adults who have disabilities but don't meet the disability requirements of the SSI program. The expansion also helps those

whose income is above their state's current eligibility levels.

You can have private health insurance and still be covered by Medicaid or FAMIS Plus (excluding Plan First). *If you have other insurance, the other insurance plan pays for medical services first.* Having other health insurance does not change the Medicaid co-payment amount, if one is required, that you will pay to providers as a Medicaid enrollee.

Health Insurance Premium Payment Program

If your child has Medicaid, the Health Insurance Premium Payment (HIPP) can help pay all or part of your health insurance premiums.

Your health insurance plan may cover services that are not covered by Medicaid. HIPP allows you to have health insurance you might not otherwise be able to afford. HIPP evaluates the services covered under your health insurance plan and compares the average Medicaid cost for your Medicaid eligible family member to the cost of your health insurance premium.

Information is available on the DMAS website at http://www.dss.virginia.gov/files/division/bp/medicaid_assistance/intro_page/more_facts/hipp.pdf or call the HIPP Program at 800-432-5924.

Information Resources

For more information on changes to private healthcare under the Affordable Care Act, see www.healthcare.gov.

For help with understanding Medicaid and private insurance issues, contact Virginia Insurance Counseling & Assistance Program, 703-324-5851.

Download a copy of the booklet "Medicaid and FAMIS -PLUS Handbook" at http://dmasva.dmas.virginia.gov/Content_atchs/atchs/medbook-eng.pdf

APPENDIX 4: MEDICAID WAIVERS

This information is adapted from the The Arc of Northern Virginia's website. For more information, www.thearcnova.org/programs/waivers

Eligibility Criteria

There are three criteria an individual must meet in order to be eligible:

(1) **Functioning:** This will be determined upon intake and screening.

(2) **Diagnostic:** Persons applying for waivers must meet the diagnostic requirements in the law.

-- *ID Waiver:* A diagnosis of intellectual disability (and IQ 70 or below) or be under age 6 and at developmental risk.

-- *Individual & Family Developmental Disabilities Support (IFDDS) Waiver (This is also referred to as the DD Waiver)* Developmental disability or related condition; apply at age 5yrs. 9mos.

-- *Elderly or Disabled Consumer Directed (EDCD) Waiver:* person needs skilled nursing

-- *Day Support Waiver:* Diagnosis of intellectual disability; apply at 18 yrs. When a day support waiver opens up, it goes to the person on the ID waiting list who has been waiting the longest.

-- *Technology Waiver:* Individual needs skilled nursing care and technological medical support (such as a ventilator).

(3) **Financial:** If functioning and diagnostic criteria are met, then none of the parent's income will be considered when determining the child's financial eligibility.

Wait List Eligibility

You **CANNOT** be on the ID Waiver waiting list AND the DD Waiver waiting list. You **CAN** be on either the ID or the DD Waiver waiting list AND receive services from the EDCD and the Technology Waivers. Day Support Waiver slots go *only* to people on the waiting list for the ID Waiver, not to people on the DD Waiver waiting list.

Apply Now!

You should consider applying for the waivers as soon as possible, as waiting lists are very long. You may apply even if you have a young child. Waiver slots are not allocated automatically to students leaving the school system at age 22.

Services Covered Under Waivers

Both the ID and the DD Waivers cover case management, day support, supported employment,

personal or attendant care, respite care, in-home residential support, adult companion care, assistive technology, environmental modifications, therapeutic consultations, and Personal Emergency Response System (PERS).

The **ID Waiver** also covers congregate residential care (group homes), clustered supervised apartments, and sponsored placements.

Services covered under the **EDCD Waiver** are: personal care aide services, adult day health care, respite care, Personal Emergency Response System (PERS), medication monitoring, and consumer-directed services.

The **Day Support Waiver** covers day support services, pre-vocational services, and supportive employment services.

Services covered under the **Technology Waiver** are: personal care (adults only), private duty nursing, respite care, environmental modifications, and assistive technology.

Where to Apply

For the ID Waiver

Alexandria City CSB: 703-746-3400

Arlington DHS/IDD Services: 703-228-1700

Fairfax/Falls Church CSB: 703-383-8500

For the EDCD Waiver

Alexandria Elderly & Aging Dept: 703-746-5999

Arlington DHS/IDD Services: 703-228-1700

Fairfax Coordinated Services Planning: 703-222-0880

For the DD Waiver (all localities)

Start with the Request for Screening form from the Va. Dept. of Medical Assistance Services:

http://www.dmas.virginia.gov/Content_pgs/lc-screen.aspx,

DMAS works through a number of service coordinators to provide DD waiver services. Several organizations in the Northern Virginia area provide DD case management and service facilitation.

Two of these are: **The Arc of Northern Virginia**. Call the Director of Services, 703-532-3214

The Endependence Center. Contact Hannah Manila (703-525-3268, Ext. 8010) or Layo Osiyemi (703-525-3268, Ex. 8005). <http://www.ecnv.org>

For a list of other DD Waiver case managers and service facilitators who operate in Northern Virginia,

APPENDIX 5: GUARDIANS AND CONSERVATORS

Guardians and conservators are appointed by a local court to protect an incapacitated person-- that is, someone who cannot receive or evaluate information effectively to meet his or her health, care and safety needs, or to manage property or financial affairs.

A guardian and/or conservator is often appointed for a person with a disability. However, **only a Circuit Court judge can decide that a person is incapacitated** and appoint a guardian and/or a conservator to act for the person. The appointment of a guardian or conservator is not a routine matter, and it is appropriate to take it very seriously, as the legal system does. Once in place, a guardianship is difficult to remove.

In essence, **guardianship** makes someone (like parents) responsible for *making financial, medical, social, and legal decisions* on behalf of a person who cannot make those decisions completely by themselves. In Virginia, a guardianship can be structured to fit the individual, with some rights taken away and others retained. An experienced attorney can assist you in crafting a guardianship that fits the individual and allows you to remain as a strong advocate for the individual with a disability.

A **conservator's** decision making responsibility is focused on managing a person's financial and property affairs. A conservator's authority, like that of a guardian, may also be limited depending on the situation of the incapacitated person.

The court may appoint only a guardian, only a conservator, or both. For most young adults with a disability, only a guardian is necessary. The extent of the guardian's or conservator's authority will be set forth in the judge's order and in the Virginia Code.

Typically, the young adult has less than \$2,000 in assets; the only income is from SSI or earnings that typically can be managed by a representative payee or by the individual with some assistance.

Considering Guardianship¹

In a guardianship, the law strikes a balance between preserving the rights and personal autonomy of an adult and the duty of the State of Virginia to protect

individuals who lack sufficient capacity to make decisions regarding themselves or their property.

Families should consider less restrictive alternatives before petitioning for guardianship if they believe the individual may not fit the criterion of "incapacitated" (see below). Parents considering guardianship should keep in mind that:

--**Your child will not be labeled "incompetent."**

Virginia has eliminated that term from the law. Now a person is found to be "incapacitated" to the extent that they cannot make certain decisions.

--Overall, it is important to realize that guardianship is a **very flexible system in Virginia**. Guardianships can be **tailored to the needs of your child**, allowing parents to remain in a strong advocacy position.

--As part of that flexibility, **guardianship need not take away all or even most of the individual's rights**. It is very common, for example, to preserve the right to vote, the right to hold a driver's license, or other rights.

--Even under guardianship, your adult child **can still participate in decision-making** about his or her life to the extent of their capabilities. The guardianship order will typically say that the individual with a disability will be consulted and his/her wishes taken into account.

--**Your child remains eligible for government benefits**. There is no loss of government benefits because someone has a guardian. The guardian's income and assets are not counted when computing benefits for an adult individual with a disability.

--Guardianship **does not make you financially responsible for the person under guardianship**. For example, parents who are guardians do not have to provide food and shelter for their child but would be responsible for making the *decisions* about where their child would live and the kind of care he or she would receive.

--As a guardian, **you are not responsible for the financial, civil or criminal liabilities of your child**. If an individual under guardianship hurts someone or something, the guardian is not liable. If they were, few people would be willing to serve as a guardian!

¹Thanks to Kelly Thompson, Esq., for her work on this section and her insights on issues parents face in deciding on guardianship.

Parents are frequently appointed as guardians, but other family members, an attorney, a friend, or a public guardian may also serve in this capacity.

Obtaining Guardianship

To obtain guardianship, parents need to file a petition with the Circuit Court of the county in which the individual lives. Typically parents are appointed as co-guardians, which allows either to act independently. You must provide a medical or psychological evaluation of your loved one that supports the need for guardianship. You may ask the court to appoint “standby” guardians who would serve when you no longer can.

When the petition is filed, the court appoints a guardian ad litem (GAL). The GAL is an attorney in private practice appointed from an approved list. The GAL’s primary job is to ensure that the rights of the individual with the disability are protected. The GAL will therefore meet the individual, serve him or her with the court paperwork, and explain their rights. The GAL will also make a report to the Court giving an opinion as to whether the appointment of a guardian is necessary and who should be appointed.

After the GAL has filed a report, then a hearing is held at the Court. Typically the persons being appointed as guardians must attend the hearing, and after the hearing will go to the Clerk of the Court’s office to complete all necessary paperwork. The individual for whom the guardian is being appointed may choose to attend the hearing or not.

As a guardian, you are required to submit a report every year to the local department of social services. The court will provide you with a form for the report.

Weighing Alternatives

The appointment of a guardian or a conservator should be considered only as a last resort. Again, petitioners for guardianship must provide evidence, and a judge must determine, that an individual is “incapacitated” in terms of making certain decisions.

However, if the person is not considered “incapacitated” but still needs help, the individual and his or her family may choose among several other options. These alternatives range from having a caregiver (who has no legal authority to make medical or financial decisions) to giving a trusted person a durable power-of-attorney (may make all

medical, legal and financial decisions).

For example, an individual needing some assistance may be able to sign a Power of Attorney or Advance Medical Directive, appointing you or another family member as their agent for decision making.

It’s important to remember that the individual must be capable of understanding what they are doing when they execute a Power of Attorney or Medical Directive. A Power of Attorney or Medical Directive *does not allow you as the agent to override the decision of the individual with the disability*. So if the individual enters into a contract he or she did not understand, the agent under a Power of Attorney cannot void that contract. If the individual is in the emergency room yelling that they do not want a shot or test, the agent under the Medical Directive cannot override that decision.

The table on the next page summarizes the decision-making responsibilities of different options.

Determining a Decision-Making Role

Type	Decision-making Responsibilities	Notes
Full guardianship	All financial, legal, personal care, and social decisions	Individual must be incapacitated Guardian must file an annual
Limited guardianship	Decisions on specific issues (e.g., just health care), as determined by the judge	Individual must be incapacitated Guardian must file an annual
Standby guardian	Person designated in guardianship order to become guardian when current guardian dies	Does not assume any duties until death of primary guardian
Full conservatorship	All financial decisions, including paying bills, investing money, and selling property. Conservator must post a surety bond.	Individual must be incapacitated Conservator must file annual report on all financial
Limited conservatorship	Decisions on specific financial matters, such as paying bills or filling out tax returns, as specified by the judge. Conservator must post surety bond.	Individual must be incapacitated Conservator must file report on income and expenses
Representative payee	Receives another person's government benefits on behalf of that person; responsible for using benefit to pay beneficiary's living expenses	Rep Payee must report annually to relevant agency (e.g., Social Security Administration)
Advance medical directive	Person with disability provides instructions about his or her wishes for health care treatment and designates an agent to make health care decisions when he or she cannot	Agent's powers are defined in the document Agent cannot override decisions
Durable power of attorney	Written authority giving a parent or another person (agent) power to make decisions on behalf of the individual with a disability (the principal). Agent may act even if principal becomes incapacitated.	Agent cannot override decisions Power ends if principal revokes it or dies.
Emergency order for adult protective services	Short-term guardianship (15 days) to handle an emergency or correct conditions causing an emergency	Local department of social services must apply to Circuit Court for temporary guardianship order
Caregiver	Individual providing care, paid or unpaid, to someone who cannot care for him or herself. No power to make medical, legal or financial decisions.	

APPENDIX 6: SPECIAL NEEDS TRUSTS (SNT)

Special needs trusts (sometimes called supplemental benefits trusts) allow families to provide for the future financial stability of their loved one with a disability. They also allow a person with a disability or an authorized nonprofit managing SNTs to ethically move funds that may jeopardize government benefits.

Individuals receiving Supplemental Security Income (SSI) and Medicaid are prohibited from having more than \$2,000 in assets. Receiving any money or assets beyond the \$2,000--through an inheritance or a gift, for example—may disqualify the person from receiving these benefits.

However, the law allows families to set up a special needs trust that can act as a repository for an inheritance, stocks, property, insurance settlements or other assets *without* a loss of public benefits. It also allows people with a disability a way too. These two types of SNTs are different.

While many legal matters can be undertaken with a lawyer with a general background, special needs trusts are complicated enough to require the services of an elder law attorney specializing in special needs trusts.

Most special needs trusts are third-party trusts (family-funded trusts) established by parents or with an authorized non-profit, such as The Arc of Northern VA for their children with a disability. The person establishing the trust, usually called the settlor, chooses to make some of his or her own assets available for the benefit of the beneficiary. First-party trusts (self-funded) trusts are established by the beneficiary, and always funded with *their* resources.

Setting Up a Trust

Special needs trusts can, and should be, set up as early as possible as part of the parents' overall estate planning. Special needs trusts can be funded while the parents are still alive.

Special needs trusts may be set up using an attorney in private practice (see Appendix on Legal Resources) or through the auspices of a pooled trust (www.thearcfnovatrust.org)

For either option, you will have to pay fees to set up the trust and, possibly, to manage the funds. The Arc of Northern Virginia's Pooled Trust does not require a minimum deposit.

Uses of Trust Funds

Funds from the trust are usually not distributed directly to the beneficiary. Instead, they must be disbursed to third parties who provide goods and services for use and enjoyment by the beneficiary. People receiving SSDI/Medicare may also have SNTs for money management purposes. Trust funds can be used for a variety of life-enhancing expenditures without compromising your loved ones' eligibility for federal benefits:

- Supplemental education and tutoring
- Out-of-pocket medical & dental costs
- Transportation (including purchase of a vehicle)
- Maintenance of vehicles
- Materials for a hobby or recreational activity
- Trips or vacations
- Entertainment such as movies, shows, or ballgames
- Computers, videos, furniture, or electronics
- Athletic training or competitions
- Special dietary needs
- Personal care attendant or escort
- Housing costs (although this may reduce SSI benefits)

Acting as Trustee

A trustee is the person who oversees trust assets and administers the trust provisions, including investing, account reporting and tax reporting, check writing, and disbursements. Professional legal and investment advice are crucial for trustees administering a special needs trust themselves. The nonprofit option unburdens the family, transferring administrative duties to the trust staff, fiduciary duties to the partnering trustee. For more information about being a trustee, download a free handbook:

<http://www.specialneedsalliance.org/free-trustee-handbook>

APPENDIX 7: SCHOOL-BASED TRANSITION SERVICES

Transition Coordinators - City of Alexandria

Timothy Brown, Special Projects Coordinator
Office of Special Education Services
703-824-6650
timothy.brown@acps.k12.va.us

Martha Conner, Employment Support
Specialist, 703-824-6800, ext. 6192
mconner@acps.k12.va.us

Angela Brown, Employment Support Specialist
703-824-6800, ext. 6254
angela.brown@acps.k12.va.us

Ameeta Shah, Employment Specialist, Project
SEARCH, 703-824-6800, ext. 6650
ameeta.shah@acps.k12.va.us

For more information on transition services available
in Alexandria City Public Schools, please visit
<http://www.acps.k12.va.us/curriculum/special-education/transition/>

Transition Coordinators - Arlington County

Joyce C. Kelly, Wakefield H.S. and Gunston &
Jefferson M.S., 703-228-6728
joyce.kelly@apsva.us

Karen Sherman, Yorktown H.S. and Swanson &
Williamsburg M.S., 703-228-2545
karen.sherman@apsva.us

Thomas Sweet, Washington-Lee H.S. and Kenmore
M.S., 703-228-6265, thomas.sweet@apsva.us

Linda Saiidifar, H.B. Woodlawn H.S. and M.S.,
Alternative Programs & Job Development, 703-228-
6063, linda.saiidifar@apsva.us

Brian Stapleton, Career Center
703-228-8691, brian.stapleton@apsva.us

Lisa Lee, Stratford: 703-228-63495
lisa.lee@apsva.us

Transition Coordinators - Fairfax County

Career & Transition Services, 571-423-4150

Fairfax also has Employment and Transition

Representatives at each of its 29 high schools and
centers. Go to
<http://www.fcps.edu/dss/sei/careertransition/contactsheet.pdf>

Transition Services

Localities vary in the services they offer to
transitioning students. Ask if your school system
offers any of the following:

Functional life skills programs to provide various
skill development activities to increase
career/technical integration, social competence,
community integration, personal growth, health and
fitness, domestic living, and functional academic
skills.

Job coaching services for students who display job-
readiness skills for independent employment, but who
will need specialized, short-term support and training.

School-based career assessments to provide simple
career interests and aptitude reviews to assist students
in selecting fields of exploration or training.

Individualized career assessments, which may
include individualized interest inventories,
standardized tests and exploration activities designed
to build a comprehensive picture of a student's
interests, aptitudes, employability behaviors and
career decision-making skills.

The State of Virginia also offers programs to help
transitioning students:

***The PERT Program (Post-Secondary Education/
Rehabilitation and Transition)*** at Woodrow Wilson
Rehabilitation Center, Fishersville, VA provides high
school students with disabilities age 16 and older,
with a full scale IQ of 60 or evidence of good
adaptive skills and 2.5 years from graduation or
secondary school completion with a 5-10 day
comprehensive assessment of vocational, independent
living and recreational skills. PERT staff make
recommendations for short and long-term goals for
students to maximize their independence potential.

Department of Aging and Rehabilitative Services Employment Evaluations provide employment assessment opportunities to eligible students getting ready to graduate from high school and enter employment. This program is focused primarily on those students who could work independently.

Arlington parents can also inquire about their student's eligibility for:

The Experience Based Career Education Program (EBCE) provides students with a combination of academic preparation (non SOL courses) and unpaid career explorations at work sites in the community. EBCE is open to students with an IEP, ages 18 to 22, who can function independently in an internship at community work sites, and who are able to take public transportation independently after minimal training.

Supported Work and Transition Program (SWAT) is open to students ages 18-22 who are in need of support to explore career options through the development of job readiness skills. They also are offered the opportunity to learn to use public transportation with support. SWAT offers students a combination of functional, community-based academic skills and unpaid career exploration experiences in the community.

HIGH SCHOOL vs. COLLEGE
Individuals with Disabilities Education Improvement Act
and the Americans with Disabilities Act

High School (IDEIA)	College (ADA)
An IEP drives all accommodations and services, involves the teachers and counselors, and always requires a parent's signature for students under age 18.	There is no educational plan, and instructors are not contacted except by the student. Parents often may not receive a student's grades without written permission from the student.
A student qualifies for public education because he/she is the appropriate age and has a disability.	<i>Otherwise qualified</i> means that a student must meet all entrance and academic requirements, whether or not they receive accommodations.
Under IDEA, children with disabilities are entitled to a "free and appropriate public education."	Students have civil rights for which they must advocate to ensure equal access to higher education. No one is entitled to anything.
Public schools are responsible for appropriate assessment of a student's disabilities.	Colleges are not required to assess students, but can expect students to provide proof of disabilities with accepted guidelines.
Student placement is determined by the student's IEP team. Placement must be in the least restrictive environment that is appropriate for the student.	Students are integrated in the college community, and the environment may be adjusted through accommodations. Colleges do not deliberate to select an environment in advance.
A student's disability and needs are documented in his/her IEP. This information is available for staff involved with the student.	Need to Know: Students must give express permission for college professors to be notified of their disabilities. Students must initiate all actions toward receiving accommodations with each individual professor, for each course, for each semester. Students have the civil right to refuse accommodations they do not want or need.
Assessment, physical or occupational therapy, speech and language services, personal care and/or any other therapy is provided by the school, as outlined in the student's educational plan.	College students are responsible for any and all personal services, such as personal or medical care, just as if they were living independently and not attending college.
A student may receive untimed tests if the need is documented in his/her educational plan.	Untimed tests are not considered reasonable. Time extensions may be reasonable (typically time and one-half, but no more than double time).

APPENDIX 8: OPTIONS FOR DAY SUPPORT AND SUPPORTED EMPLOYMENT

Day Support or Pre-Vocational Services

These habilitative services are available from a variety of for-profit and non-profit agencies and provide activities and training to maintain or enhance functional skills. Components of these services are: socialization, self-care and hygiene, eating, toileting, task learning and completion, medication management, use of community resources and transportation. Services may be provided in a center-based setting or in the community, and are detailed in a Person-Centered Plan (PCP) for each person enrolled.

Fee-based day support services in this area are offered by Specially Adapted Resource Clubs (SPARC), whose current fee is \$200 per month, and Adults with Disabilities Day Program (ADDP), whose fees are based on the number of days per week your child participates. See their online information at

<http://sparcsolutions.org/services/> and
http://mbctyson.org/pages/page.asp?page_id=156780

Sheltered Employment

This service is provided by a non-profit organization in a center-based setting. Participants are paid for work performed according to their level of productivity under Department of Labor guidelines. Social, personal and work-related skills are taught based on a PCP.

Group Supported Employment

This type of employment offers the continuous support of a non-profit agency's job coach, to no

more than eight people with a disability at any given time. It promotes interactions with the general public and with co-workers who do not have a disability. These may occur at the same worksite throughout the day, or the work crew may travel to various sites daily. Participants are paid by the non-profit organization according to their level of productivity under Department of Labor guidelines. Social, personal and work-related skills are taught based on a PCP.

Individual Supported Employment

This is employment that occurs in a traditional competitive work setting, with the individual paid directly by the employer. However, there is the addition of one-on-one support, provided by a job coach as needed.

When first hired, the person may need continual supports which fade over time, so that s/he performs job tasks independently most of the time. Ongoing support, if needed, may include job-site training, counseling, and advocacy as needed to maintain employment. These are outlined in the PCP.

Alexandria residents who receive SSI or SSDI benefits might want to look at JobLink, a service provider for the Ticket to Work program at 1-866-968-7842.

**CONTRACTED DAY SUPPORT & VOCATIONAL PROVIDERS
For Alexandria, Arlington, & Fairfax ID/DD Services**

Vendor	Phone	Websites	Services Provided
The Arc of Greater Prince William/INSIGHT 13505 Hillendale Drive Woodbridge, VA 22193	703-670-4800	www.arcgpw.org	Sheltered Employment
Chimes, Inc. 3951 Pender Drive, #120 Fairfax, VA 22030	703-267-6558	www.chimes.org	Day Supported Employment Services
Community Concepts- Horizons 14000 Crown Court, Suite 206 Woodbridge, VA 22193	703-680-5127	http://comconinc.net	Developmental/Day Health & Rehab Services
Community Residences--Newbrook Place 14160 Newbrooke Drive Chantilly, VA 22151	571-344-5990		Day Support for persons with challenging behaviors
Cooperative Employment Program 11150 Fairfax Boulevard, Suite 300 Fairfax, Virginia 22030-5066	703-359-1124		Individual supported employment services
Didlake, Inc. 8641 Breeden Ave. Manassas, VA 20110	703-361-4195	www.didlake.org	Individual Supported Employment Group Supported Employment
Every Citizen Has Opportunities P.O Box 2277 Leesburg, VA 20177	703-779-2100	www.echoworks.org	Group Supported Employment
E-TRON 9406F Gunston Cove Road Lorton, VA 22079	703-690-2731	www.etransystems.com	Group Supported Employment
Job Discovery, Inc. 10345 Democracy Lane Fairfax, VA 22030	703-385-0041	www.jobdiscovery.org	Individual & Group Supported Employment Day Support Services
MVLE, Inc. 7420 Fullerton Road Suite 110 Springfield, VA 22153	703-569-3900	www.mvle.org	Individual & Group Supported Employment Day Support Services

Vendor	Phone	Websites	Services Provided
ServiceSource Central Fairfax 6860 Commercial Drive Springfield, VA 22151	703-354-0900	www.servicesource.org	Day Support Services
ServiceSource Network 6295 Edsall Road, Suite 175 Alexandria, VA 22312	703-461-6000	www.ourpeoplework.org	Individual & Group Supported Employment Sheltered Employment Day Support Services
Linden Resources, Inc. 750 South 23rd Street Arlington, VA 22202	703-521-4441	www.linden.org	Individual & Group Supported Employment Sheltered Employment
Saint Coletta of Greater Washington 207 S. Peyton Street Alexandria, VA 22314	571-438-6940	www.stcoletta.org	Day Support Services
St. John's Community Services, Inc. 7611 Little River Tnpk, #404	703-914-2755	www.sjcs.org	Individual & Group Supported Employment Day Support Services

APPENDIX 9: RECREATION & LEISURE RESOURCES

All three localities have Therapeutic Recreation Offices providing recreation and leisure opportunities for individuals with disabilities. Offerings for young adults include adapted classes, social clubs, and summer camps.

If you are new to the area, you may request that an assessment be completed to help the staff understand the needs of your child.

City of Alexandria

The Therapeutic Recreation office can be reached at 703-746-5422 or visit <http://alexandriava.gov/recreation> and click on “Therapeutic Recreation” on the right.

Arlington County

The Therapeutic Recreation office can be reached at 703-228-4740, TTY 711 or TRInfo@arlingtonva.us. You can visit www.arlingtonva.us/dpr; click on “Individuals with Disabilities” under “Come Play with Us” on the left.

Fairfax County

The Therapeutic Recreation office can be reached at 703-324-5532, or www.fairfaxcounty.gov/ncs/trs

Private Vendors

Adaptive Learn-to-Skate. Kettler Iceplex offers Adaptive Learning I and II on Saturday mornings. Call 571-224-0555, LTS@kettlercapitalsiceplex.com, or visit <http://kettlercapitals.pointstreaksites.com>.

Adaptive Martial Arts (4-18) Jhoon Rhee Tae Kwon Do has beginner thru advanced classes to improve motor skills, coordination, focus and self control. Call Anna Rome at 703-532-7433, visit www.adaptivetkd.com, or email adaptivetkd@tkdlifeskills.com for more information.

ArtStream. Drama and movement classes for children and adults with disabilities. Classes in Silver Spring, MD, and Arlington, VA. <http://www.art-stream.org> or call 301-565-4567

Capernaum. An outreach mission of Young Life, a non-denominational Christian youth organization, Capernaum offers summer camp and twice-monthly social gatherings for teens 14-22 with physical and intellectual disabilities. Arlington & McLean: caleb.younglife@gmail.com
Central Fairfax: wonkamas@gmail.com
Northwest Fairfax: younglifemike@gmail.com

Easter Seals of Northern Virginia. Recreational day programs offered at Walter Reed Community Center in Arlington (for adults only, 18+), minimum 2 days a week. 703-228-0964

Eddies’ Club, Inc. Ages 4-21. Offers supervised, volunteer-run recreation program for children and teens with any disability. Activities located in Springfield. Fee based. 703-304-2330; www.eddiesclub.org

Expressive Therapeutic Movement. Classes for ages 13+ with intellectual disabilities. Yoga, breathing exercises, rhythmic music, and body awareness are used to develop strength, flexibility, calmness, motor planning and self-empowerment. Springfield & Herndon, 703-218-0751 etm.movements@gmail.com

Lifechanging Fitness. (all ages) Group and individual fitness sessions for individuals with disabilities. Program can help with cardio, strength, and even learning sports skills. Visit their website www.lifechangingfitness.org or call Ricardo Cunningham at 703-909-7971.

Little League Baseball/Challenger League. Ages 5-22. This volunteer-run program provides an opportunity to play ball. Players are teamed with a Majors 1 player, who acts as a buddy. Season is spring and fall. 703-351-5111 or visit www.arlingtonlittleleague.org

Special Olympics. Provides opportunities for ages 8+ with intellectual disabilities to train and compete in a variety of Olympic-type sports. Contact Northern VA Special Olympics at 703-359-4301 or see www.novasova.org/contact.html

TOPSoccer. Ages 4-19. This is a volunteer-run skill development program. Season runs fall, winter and spring. In Alexandria, see <http://www.alexandria-soccer.com/tops.htm>. In Arlington, see www.arlingtonsoccer.com/clubs/topsoccer. or contact Joe Lerner, 703-522-5866 (home); 703-395-7379 (cell).

For TOPSoccer in Burke, Chantilly, McLean and Reston, see the TOPSoccer website <http://www.vysa.com/programs/34617/34707.html>

APPENDIX 10: TRANSPORTATION OPTIONS

People with disabilities may benefit from travel training and from reduced fares for Washington-area bus and subway. Taxi companies also provide reduced rates and special services for persons with disabilities.

Non-Driver Identification Card

Since many reduced fare programs—whether for students, persons with a disability or senior citizens—require proof of age and/ or photo identification, a worthwhile first step is to obtain a non-driver identification card from the Virginia Department of Motor Vehicles (DMV). (This ID can also be used as photo identification when traveling by air).

You must be a resident of Virginia to obtain an ID card. These cards have no age restriction and are available for an adult or child who does not hold a learner's permit or driver's license.

An adult ID card expires at the end of the month in which you were born when you reach an age divisible by five; e.g. 20, 25, 30, etc. A child ID card expires on the child's 16th birthday.

All of the information a customer needs to prepare for a DMV visit is available on the DMV web site at http://dmv.state.va.us/webdoc/citizen/legal_presqa.asp, or by calling the agency's toll-free telephone number at 1-866-DMV-LINE

Travel Training

A key element of independence is being able to get around on public transportation for one's work and social life. The ENDependence Center of Northern Virginia offers *free* travel training on Washington-area bus and subway routes for people with disabilities. Call 703-525-3268.

Metro Disability ID Card

All jurisdictions in the Washington area offer reduced transportation fares, but you will first need to obtain a free Metro Disability ID card. You will need to fill out an application and have a health care professional certify the individual's disability. Call 202-962-2700 or download an application from http://www.wmata.com/accessibility/doc/Reduced_Fare_Application.pdf

The Metro Disability ID card is good on Metro buses in the District as well as ART in Arlington. CUE, Fairfax Connector, RideOn, TheBus, VRE and MARC also accept it.

Reduced Farecards/Bus Passes and/or SmarTrip Card

One option for reduced fares is a reduced fare bus pass or farecard (metro). These are sold at many area Giant and Safeway stores, Metro sales offices and transit stores. You may have to show your Metro Disability ID and photo identification.

Use your Metro Disability ID to purchase a SmarTrip card that is encoded for discount fares. SmarTrip cards can be purchased online at www.MetroOpensDoors.com and click under "Fares." (you must be a registered Metro Disability ID cardholder and you'll have to use a major credit card); at Metro sales offices; and transit stores (see list at end of this appendix). Every public transit service in the region is using SmarTrip *except* for The Bus, OmniRide, OmniLink, MARC and VRE.

It is highly recommended that you register your SmarTrip card. If you lose it, you will get a replacement card for \$5 that includes the fare value of the lost card at the time you reported the loss.

You can add value to your SmarTrip card in any Metro station at the farecard machines or on any Metrobus.

Using Public Transportation

A good place to start to learn about available routes is CommuterPage.com with links to Virginia and Maryland bus and rail services. See <http://www.commuterpage.com/localtran.htm>

Commuter stores carry information about routes and fares in all three localities. They also sell reduced farecards, weekly bus passes, and the SmartTrip card. Applications for the Metro Disability ID are also available.

Locations and hours for Arlington Commuter Stores can be found at <http://www.commuterpage.com/stores.htm>.

In Alexandria, visit the Old Town Transit Shop at <http://www.dashbus.com/services/default.aspx?id=20498>

In Fairfax, see <http://www.fairfaxcounty.gov/connector/contact/connectorstores.html>

Handicapped Placard/Plates

In Virginia you need to get a MED-10 form for a handicapped parking placard or license plate. You can pick one up at the Department of Motor Vehicles (DMV), or you can get one from their website at <http://dmv.state.va.us>. A physician must fill out the form. Bring the completed form to the DMV.

You can get a placard or a plate, or both. Placards offer flexibility since you can move it into any car in which you are the driver or a passenger.

You will need to pay a fee and you will receive your placard or plate on the spot. You can do it by mail, but the process does take longer.

Paratransit Options

MetroAccess

MetroAccess is the regional shared-ride door to door service established by the Washington Metropolitan Area Transit Authority (WMATA) under provisions of the Americans with Disabilities Act. MetroAccess provides transportation services to persons who, under certain circumstances, are unable to travel to or from a bus stop or rail station.

To be eligible for MetroAccess service, a person must meet one of the following conditions:

(1) Have a disability as defined by the ADA **AND** be unable, as a result of your disability, to utilize fixed-route transportation such as Metrobus and Metrorail,

OR (2) Need to use a ramp or wheelchair lift to use a public transit vehicle, but an accessible public transit vehicle is not being used at the time, date, and on the route you would travel. (Please note: All Metrobuses are wheelchair accessible)

OR (3) Be unable to travel to or from a bus stop or rail station due to a disability.

An application must be completed and certified by a health care professional detailing your disability and the need for paratransit services. An in-person interview and functional assessment is also required. This process can take up to three months.

You may register to travel with a personal care assistant at the time of application. The personal care assistant rides free of charge when travelling with you on MetroAccess. (301) 562-5360 (Voice), (301) 588-7835 (TTY) www.wmata.com/metroaccess.

STAR (Arlington County)

STAR is Arlington's prearranged, reserved-trip service for persons with disabilities who are eligible for MetroAccess. STAR fares and ticket books for discounted taxi fares are available through the Commuter Stores and CommuterDirect.com. Eligible seniors and disabled persons may register to order these products by calling CommuterDirect.com® at 703-228-RIDE (7433), TDD (Virginia Relay Center - hearing impaired only): (800) 828-1120.

Arlington County residents currently certified eligible for MetroAccess are automatically certified for STAR. Rides are provided on a curb-to-curb basis. Drivers park in front of the address and assist riders into and out of the vehicle.

For more information on STAR: (703) 892-8747 (Voice) STAR@arlingtontransit.com (E-mail)

TaxiAccess (Fairfax County)

TaxiAccess is a program that provides subsidized taxicab service to Fairfax County residents who are registered with MetroAccess. Like STAR in Arlington, TaxiAccess users can purchase coupon books good toward taxicab rides at one-third of the face value. See <http://www.fairfaxcounty.gov/fcdot/taxiaccess.htm> for information on how to apply, obtain coupons, and Fairfax-area cab companies that accept the coupons.

Fastran (Fairfax)

Fastran offers specialized transportation services for residents of Fairfax County and the Cities of Fairfax and Falls Church participating in human service agency programs. All Fastran riders must be certified by a participating agency before utilizing the service. <http://www.fairfaxcounty.gov/rec/fastran>.

DOT

DOT is the City of Alexandria's specialized transportation service for residents of Alexandria and visitors who cannot use regular transit buses or rail due to their disability. Trips are provided by taxicabs and wheelchair accessible vans.

The eligibility process is similar to that for Metro Access. For more information or to receive an application, please contact the Paratransit Coordinator at 703-746-4079.

APPENDIX 11: HOUSING AND RESIDENTIAL SERVICES

Finding a place for your child to live outside the family home remains a difficult challenge. Start by consulting your child's support coordinator to find out about wait lists for public housing programs, non-profit contract agencies providing residential services, potential funding sources, and applications and referrals for services. Also explore whether your child qualifies for a Medicaid waiver and get on those waiting lists.

Housing vs. Residential Services

Many individuals with developmental disabilities will need both housing and residential support services to be able to live in the community. It's important to understand the difference between these two in order to understand your child's options.

Housing is the physical place, the bricks and mortar, where one lives or the rental assistance to pay for the physical home. Housing could be your family home, an apartment, a rented room, or a home purchased for your child (group homes are not housing in this sense, see below). The cost of the housing itself (rent, mortgage, property taxes, etc.) would be the responsibility of the property owner/renter.

Because many individuals with disabilities cannot afford the high rents in this area, there are public programs to help with rent (housing choice vouchers, public housing and below-market rate units). However, in reality the *waiting lists for these programs in Northern Virginia are often closed.*

Residential services refers to the staffing and supervision provided through contracted vendors. Residential services may be available for individuals living in the family home, apartments, rented rooms, etc., if they qualify for public funding of residential services (have a waiver), or can pay privately for someone to come in. In this case, the services would go wherever the individual goes; for example, they could switch apartments and the help would follow.

However, for publicly funded housing such as group homes, the physical housing and the residential services are tied together; the *housing is considered a residential service (not bricks and mortar) and because of cost is in practice limited to those with Medicaid waivers.* Even with a waiver, the individual still has to pay a residential fee.

Some Creative Alternatives

Parents and housing advocates are working to develop alternatives to public housing or group home-

type options since the latter are very limited. These include microboards and life estates.

Microboards

A microboard is a small nonprofit corporation set up (usually by a family) to own a residence for the benefit of one or more persons with disabilities. Living in a home run by a microboard does not compromise a person's eligibility for public benefits; the home may also be eligible for low-interest loans and rental assistance. The residential services needed may be funded through Medicaid waivers or sponsored placements.

For more information about microboards, see the Virginia Housing Development Authority (<http://www.vhda.com/businesspartners/govandnon-profits/reachvirginia/outreach-liaison/documents/mtg4rentalpwd.pdf>) or the Virginia Microboard Association at virginiamicroboards@gmail.com

Life Estates

In a life estate, a property is owned by someone only for their lifetime. The homeowner grants a "life tenancy" to a person with a disability who is then entitled to live in that home for the remainder of their life. Upon the death of the life tenant, ownership of the home would either revert to another family member, a non-profit, or a combination of both. This may be a good option if the family has already paid off their mortgage or only has a small amount of the mortgage remaining.

Your child, as the life tenant, would be responsible for all of the expenses of the home; however, to cover the costs of home maintenance and insurance it would be possible to bring in renters.

It is possible to get access to care attendants and other services, although there would still have to be a source of funding; service providers will not manage supports for a life tenant at no cost simply in exchange for being deeded a home. You would also need to have an agreement on care arrangements if your family member were no longer able to stay in the home because their needs or wishes change.

Other options are shared apartments, renting a room, and shared home purchase.

For More Information

For more information on non-public housing options, see the Transition POINTS guide, "Finding a Home for an Adult Child with a Disability."

**CONTRACTED RESIDENTIAL PROVIDERS
Alexandria, Arlington and Fairfax**

Vendor	Phone	Websites	Services Provided
CHIMES 3951 Pender Drive, #120 Fairfax, VA 22030	(703) 267-2777	www.chimesva.org	In-home supports, group homes
Community Concepts 17932 S. Fraley Blvd., Suite 300 Dumfries, VA 22026	(703) 680-5127	www.comconinc.net	Group homes, Day support
Community Living Alternatives 9401 Lee Highway, #406 Fairfax, VA 22031-1803	(703) 352- 0388	www.cla-va.org	In-Home Supports, Supervised Apts, Group Homes, & ICF
Community Residences 14160 Newbrook Drive Chantilly, VA 20151	(703) 841- 7768	www.communityresidences.org	In-Home Supports, Supervised Apts, Group Homes, ICFs
Community Systems, Inc. 8136 Old Keene Mill Rd, #B300 Springfield, VA 22152	(703) 913- 3150	http://www.communitysystems.org	Supervised Apts, Group Homes
Gabriel Homes, Inc. P.O. Box 710207 Herndon, VA 20171	(703) 476-1592	www.gabrielhomes.org	Group Homes
Hartwood Foundation 3702 Pender Drive, #410 Fairfax, VA 22030	(703) 273- 0939	http:// www.hartwoodfoundation.com/	Group homes, in-home supports, respite bed in Springfield, VA
Heritage House of Virginia 1075 Garrisonville Rd, #109 Stafford, VA 22556	(540) 657-9399	http://www.hhofva.com	
Job Discovery, Inc. 10345-A Democracy Lane Fairfax, VA 22030	(703) 385- 0041	www.jobdiscovery.org	Group Home
Jewish Foundation for Group Homes 1500 East Jefferson Street Rockville, MD 20852	(310) 984- 3839	www.jfgh.org	Group Homes, Supported Living, Transition
Langley Residential Support Services 2070 Chain Bridge Rd., #G55 Vienna, VA 22182	(703) 893- 0068	www.langleyresidential.org	Group Homes, In-Home Supports
L'Arche 2474 Ontario Road NW Washington, D.C. 20009	(202) 380- 6264	http://www.larchewashingtondc.org/	Group Homes
Resources for Independence of Va 10340 Democracy Lane Fairfax, VA 22030	(703) 218- 1800	http://www.sunrisegroup.org/	Group Home, In-Home Supports
St. John's Community Services 7611 Little River Trpk, 203West Annandale, VA 22003	(703) 914- 2755	http://www.sjcs.org/index.html	Group Home, In-Home Supports
Total Quality Residential Services 4121 Sihler Oaks Way Owings Mill, MD 21117	(410) 802-3815	http://www. totalqualityresidentialservices.org/	Group Homes
Volunteers of America (VOA) 12940 Harbor Drive Woodbridge, VA 22192	(703) 497- 9320	http://www.voa.org/	Group Homes

APPENDIX 12: LEGAL RESOURCES

Private Attorneys (Estate Planning/Elder Law)

Sheri Abrams
Needham, Mitnick & Pollack
Phone: 703-536-7778 srabrams@nmpattorneys.com

Jean Galloway Ball, Esq.
Jean Galloway Ball, PLC
Phone: 703-359-9213 Web site:
www.uselderlaw.com

Michael Collins
The Collins Firm 703-748-3400

Elizabeth L. Gray, Esq.
Matsen, Miller, Cossa, & Gray
Phone: 703-876-7696 elizabeth@mmcglaw.com

John Laster
Law Offices of John Laster
Phone: 703-538-3600

James McConville
Phone: 703-642-5353 jmconville@va-attorney.com

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Miorini Law PLLC
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Phone: 703-709-9718

Alexander P. Soroko, Esq.
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703-237-0027 kelly@twplc.com

Michael Toobin, Esq.
Phone: 703-354-7700 www.toobinlaw.com

Elizabeth L. Wildhack, Esq.
Thompson Wildhack PLC
Phone: 703-237-0095 elizabeth@twplc.com

Loretta Morris Williams, Esq.
Jean Galloway Ball, PLC
Phone: 703-359-9213 www.uselderlaw.com

Public Referral Services

Virginia Lawyer Referral Service
Phone: 800-552-7977 www.vsb.org/vlrs.html

Legal Services of Northern Virginia

Free legal assistance in civil matters for individuals who qualify. www.lawhelp.org
--Main Office: 6066 Leesburg Pike, Suite 500
Falls Church, VA 22041 Phone: 703-778-6800
--Fairfax: Phone: 703-246-4500
--Alexandria: Phone: 703-684-5566
--Arlington: Phone: 703-532-3733

Guardianship and Conservatorship Supreme Court of Virginia Certified Guardians ad Litem.

<http://www.courts.state.va.us/courtadmin/aoc/cip/programs/gal/adult/home.html>

This is the public listing of approved Guardians ad Litem in the Commonwealth used by the Virginia Circuit Courts.

Virginia Guardianship Association 804-261-4046.
Website: www.vgavirginia.org

Offices of the Virginia Public Guardian and Conservator Program. The VPGCP local resource is the The Arc of Northern Virginia, 703-532-3214.

Publications

Virginia Handbook for Guardians and Conservators: A Practical Guide for Court-Appointed Guardians and Conservators of Adults
To order: <http://www.vgavirginia.org/handbooks.asp>

Senior Citizens Handbook – Laws & Programs Affecting Senior Citizens in Virginia
Phone: (804) 775-2548

Guide to Consent & Substitute Decision Making
Virginia Association of Community Services Boards (VACSB). Download from www.vacsb.org; click on Resources and Links, then VACSB Special Projects.

Planning for the Future by L. Mark Russell, Arnold E. Grant, Suzanne M. Joseph, and Richard W. Fee.

**APPENDIX 13:
SELECTED LIST OF CASE MANAGERS
Individual & Family Developmental
Disabilities (DD) Waiver**

Ability Home Care Services **

125 Hailey Lane, Suite E8, Strasburg, VA 22657
(540) 247-3275 (cell)

Contact: Darlene Pine, tripleiofva@msn.com

Service area: Winchester, Shenandoah Valley, Clarke Co., Paige Co., Fauquier Co., Loudoun Co., Leesburg, and Fairfax

Ability Unleashed, Inc.

1422 Decoy Court, Suite 100
Woodbridge, VA 22191, (703) 497-1580

Contact: Jill Jacobs, jacobs@abilityunleashed.com

Service area: Alexandria, Annandale, Burke, Arlington, Stafford Co., Fort Belvoir, Dale City, Montclair, Springfield, Dumfries, Woodbridge, Independent Hill, Lorton, Prince William Co., South Fairfax Co., Spotsylvania Co., Fredericksburg, Richmond, and all military installations in Northern Virginia

Access and Inclusion**

7912 New Market Rd., Alexandria, VA 22308
(703)765-6646

Contact: Tracy Nordin

AccessandInclusion@msn.com

Service area: Fairfax County, Arlington County, Alexandria City, Prince William Co., Leesburg, Woodbridge, Vienna, Herndon, Reston, Fort Belvoir, Annandale, Falls Church, Springfield, Burke, and Lorton

The Arc of Northern Virginia**

2755 Hartland Rd., Suite 200
Falls Church, VA 22043, (703) 532-3214

Contact: Lisa Fong, lfong@thearcofnova.org

Service area: Falls Church, Fairfax County, Alexandria City, Arlington County, Warrenton, Prince William County

Endependence Center of Northern Virginia

2300 Clarendon Blvd., Suite 305
Arlington, VA 22201, (703) 525-3268

Contacts: Hannah Manila, hannahm@ecnv.org or Layo Osiyemi, layoo@ecnv.org

Service area: Fairfax City, Fairfax County, Falls Church, Loudoun County, Alexandria, Arlington

Kavanagh Consulting, Inc.

3121 Erika Drive, Manassas, VA 20112
(571) 334-3672

Contact: Dana Heino, danaheino@gmail.com

Service Area: Northern Virginia

La Casa, Inc.

P.O. Box 72922, Richmond, VA 23235
(804) 353-0461

Contact: Robert T. Hickson, or Tia Hickson

LaCasaInc@comcast.net; Tiashe3@comcast.net

Service area: Northern Virginia, Danville, Richmond metro area, Lynchburg area, Fredericksburg, Peninsula, Tidewater Amherst, Campbell, and Charlotte

Moms In Motion

10 Beau Lane, Front Royal, VA 22630
(800) 417-0908

Contact: Keri Ayres at Keri@MomsinMotion.net

Service area: Winchester, Front Royal, Warrenton, Fauquier, Northern Virginia area, Alexandria, Arlington, Fairfax, Prince William, Springfield, Manassas, Spotsylvania, Fredericksburg, Woodbridge, Virginia Beach, Norfolk, Chesapeake, Portsmouth, Hampton, Williamsburg, Newport News, Charlottesville, Waynesboro, Harrisonburg

R Hearts**

6248 Ghaban Ct., Warrenton, VA 20187
(540) 428-8538

Contact: Roseanne Campbell, rhearts1@aol.com

Service Area: Fauquier, Prince William, Loudoun, Fairfax, Culpeper

Waiver Services, LLC

P.O. Box 352, Colonial Heights, VA 23834
(804) 216-1866

Contact: Joyce Reid, jreidllc@gmail.com

Service Area: Richmond, Henrico, Chesterfield, Hanover, Dinwiddie, Petersburg, Colonial Heights, Suffolk, Surry, Tappahannock, Central Virginia, Northern Virginia

**** These providers are not accepting new cases as of October 2013**