

## **SUPPLEMENT B**

# **Adult Services Service Definitions**

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These service definitions must be used for Adult Services funded through the Human Services Development Fund. The services must be provided in accordance with the provisions established in Chapter 2050 of the Adult Services Manual.

# Adult Services Service Definition

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## ADULT DAY CARE SERVICE

This service definition must be used if the service is funded as an adult service under the Human Services Development Fund. The service must be provided in accordance with the provisions established in Chapter 2050 of the Adult Services Manual.

Adult Day Care Service provides a program of activities, within a licensed, protective, non-residential setting to four or more enrolled adults who are not capable of full-time independent living. Specific activities and services include but are not limited to:

- assisting in performing the basic tasks of everyday living, including personal hygiene and use of leisure time;
- providing a planned program of social, recreational, and developmental activities geared toward meeting the needs of the individual clients within the day care facility, and toward aiding independent functioning at home and in the community;
- referring to and advocating for specialized health, therapeutic, rehabilitative, or social services;
- providing or arranging for nutritious meals and snacks;
- working with the client, family, caretaker, or other appropriate agency to arrange for transportation.

## ELIGIBILITY CRITERIA

Persons who receive service must meet the eligibility criteria which have been established under Chapter 2050 of the Adult Services Manual, including the following:

- the person's family monthly gross income must not exceed 250% of the federal poverty income guidelines (Section 2050.22).
- the person must be an adult as defined under Section 2050.3.
- the person must be a resident of the county in which service is requested (Section 2050.23).
- the person must be determined to be in need of the service.

**NOTE:** Certain client fee options for Adult Day Care Service may be available to the County.

# Adult Services Service Definition

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## CHORE SERVICE

This service definition must be used if the service is funded as an adult service under the Human Services Development Fund. The service must be provided in accordance with the provisions established in Chapter 2050 of the Adult Services Manual.

Chore Service provides for the performance of unskilled or semi-skilled home maintenance tasks, normally done by family members, and needed to enable a person to remain in his/her own home, if unable to personally perform such tasks and if there is no other responsible person available or capable of providing the service. The service may include buying necessary materials. Chore Service is provided to maintain the person's health and safety in the home, not for purely aesthetic improvements to the home or yard. Chore Service does not include any major housing repairs such as house rewiring, extensive painting, or activities specifically covered by other services such as Homemaker Service. Specific activities provided vary according to individual needs and are described in the person's written service plan. Tasks representative of the general nature of the activities performed are:

- replacing window panes, fuses, electric plugs and switches, unsafe cords, door locks, window catches;
- replacing faucet washers or faucets, and doing other minor plumbing repairs;
- installing handrails, safety rails for tubs and toilets, and modifying appliance controls to meet the needs of handicapped clients; repairing stairs and floors, patching walls and ceilings; installing smoke detectors and fire extinguishers; seasonal cleaning; installing and removing of furnace filters, screens, and storm windows; caulking windows and installing weather stripping around doors; essential repairs to furniture; installing shades and curtain rods; shampooing and tacking down rugs to remove health and safety hazards; moving furniture; occasional heavy cleaning of walls, windows, floors, and appliances; cleaning attics, basements, and other storage areas to remove fire, health and safety hazards; minor repairs to the exterior; minor painting to cover repairs and to protect against deterioration; assisting with emergency shopping needs; non-expert insect and rodent control; bringing in heating fuel, starting fires, and removing ash to collection points; moving trash to collection points; cutting grass, and trimming overhanging branches; clearing walkways of snow, grass, or leaves.

## ELIGIBILITY CRITERIA

Persons who receive service must meet the eligibility criteria which have been established under Chapter 2050 of the Adult Services Manual, including the following:

- the person's family monthly gross income must not exceed 250% of the federal poverty income guidelines (Section 2050.22).
- the person must be an adult as defined under Section 2050.3.
- the person must be a resident of the county in which service is requested (Section 2050.23).
- the person must be determined to be in need of the service.

**NOTE:** Certain client fee options for Chore Service may be available to the County.

# **Adult Services Service Definition**

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## **HOME DELIVERED MEALS SERVICE**

This service definition must be used if the service is funded as an adult service under the Human Services Development Fund. The service must be provided in accordance with the provisions established in Chapter 2050 of the Adult Services Manual.

Home Delivered Meals Service provides meals, which are prepared in a central location, to homebound individuals in their own homes. Each client is served a minimum of one but no more than two meals daily, up to seven days a week. Each meal is well-balanced, nutritious, and attractive and contains at least one-third of the current Daily Recommendation Allowances as established by the National Academy of Sciences — National Research Council. The meals may be served, when appropriate, hot or cold. Dehydrated, freeze-dried, frozen, and other supplemental meals may be served if appropriate, such as when meals are delivered for more than one day before a holiday or weekend or due to inclement weather.

## **ELIGIBILITY CRITERIA**

Persons who receive service must meet the eligibility criteria which have been established under Chapter 2050 of the Adult Services Manual, including the following:

- the person's family monthly gross income must not exceed 250% of the federal poverty income guidelines (Section 2050.22).
- the person must be an adult as defined under Section 2050.3.
- the person must be a resident of the county in which service is requested (Section 2050.23).
- the person must be determined to be in need of the service.
- the person must meet the conditions of need requirement in Section 2050.25.

**NOTE:** Certain client fee options for Home-Delivered Meals Service may be available to the County.

# Adult Services Service Definition

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## HOMEMAKER SERVICE

This service definition must be used if the service is funded as an adult service under the Human Services Development Fund. The service must be provided in accordance with the provisions established in Chapter 2050 of the Adult Services Manual.

Homemaker Service consists of activities provided in the person's own home by a trained, supervised homemaker if there is no family member or other responsible person available and willing to provide such services or to provide occasional relief to the person regularly providing such service. Services include instructional care if the person is functionally capable but lacks the knowledge, and home help and non-medical personal care if the individual is functionally unable to perform life-essential tasks of daily living.

Areas in which activities are provided include:

- basic care and management of the home in order to ensure safe and sanitary conditions;
- non-medical personal care services;
- instructions to individual or family members in home management, the care of dependent members of the household, and in self care.

## ELIGIBILITY CRITERIA

Persons who receive service must meet the eligibility criteria which have been established under Chapter 2050 of the Adult Services Manual, including the following:

- the person's family monthly gross income must not exceed 250% of the federal poverty income guidelines (Section 2050.22).
- the person must be an adult as defined under Section 2050.3.
- the person must be a resident of the county in which service is requested (Section 2050.23).
- the person must meet the category of need requirement contained in Section 2050.24.

**NOTE:** Certain client fee options for Homemaker Service may be available to the County.

# **Adult Services Service Definition**

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## **HOUSING SERVICE**

This service definition must be used if the service is funded as an adult service under the Human Services Development Fund. The service must be provided in accordance with the provisions established in Chapter 2050 of the Adult Services Manual.

Housing Service consists of activities to enable persons to obtain and retain adequate housing. The cost of room and board is not covered under Housing Service. Service activities include:

- helping persons living in inadequate housing to locate, obtain either through rental or purchase, and move into, adequate housing;
- helping persons in dealing with landlords/landladies, utility companies, and other related housing concerns;
- helping persons with paperwork necessary for the financing of homes or home improvements.

## **ELIGIBILITY CRITERIA**

Persons who receive service must meet the eligibility criteria which have been established under Chapter 2050 of the Adult Services Manual, including the following:

- the person's family monthly gross income must not exceed 125% of the federal poverty income guidelines (Section 2050.22).
- the person must be an adult as defined under Section 2050.3.
- the person must be a resident of the county in which service is requested (Section 2050.23).
- the person must be determined to be in need of the service.

# **Adult Services Service Definition**

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## **LIFE SKILLS EDUCATION SERVICE**

This service definition must be used if the service is funded as an adult service under the Human Services Development Fund. The service must be provided in accordance with the provisions established in Chapter 2050 of the Adult Services Manual.

Life Skills Education Service provides to persons the practical education and training in skills needed to perform safely the activities of daily living. The service is provided in formal classes, in informal classes, or, if needed and indicated by an individual's written service plan, in his/her own home. The service does not include job readiness training, instruction in a language, remedial education directed toward the attainment of a high school diploma, or socialization/recreation.

Instruction is provided in such areas as:

- nutrition and food preparation;
- maintenance and care of the home;
- care of the newborn infant and child rearing;
- health maintenance and personal hygiene;
- consumer education and management of household finances;
- mobility techniques for handicapped persons;
- adaptive techniques to help handicapped persons perform daily living activities;
- provision and training in the use of special devices for the handicapped;
- adaptive communicative techniques for handicapped persons.

## **ELIGIBILITY CRITERIA**

Persons who receive service must meet the eligibility criteria which have been established under Chapter 2050 of the Adult Services Manual, including the following:

- the person's family monthly gross income must not exceed 125% of the federal poverty income guidelines (Section 2050.22).
- the person must be an adult as defined under Section 2050.3.
- the person must be a resident of the county in which service is requested (Section 2050.23).
- the person must be determined to be in need of the service.

## **SUPPLEMENT C**

### **Generic Services Service Definitions**

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These service definitions must be used for Generic Services funded through the Human Services Development Fund. The services must be provided in accordance with the rules which have been established for Generic Services within the Instructions and Requirements for the HSDF and Chapter 2050 of the Adult Services Manual.

# **Generic Services Service Definition**

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## **CENTRALIZED INFORMATION AND REFERRAL SERVICE**

This service definition must be used if the service is funded as an Generic Service under the Human Services Development Fund. The service must be provided in accordance with the rules which have been established for Generic Services within the Instructions and Requirements for the HSDF and Chapter 2050 of the Adult Services Manual.

Information and Referral Service consists of the direct provision of information about social and other human services, to all persons requesting it, before intake procedures are initiated. It may be provided only by agencies with a defined responsibility and staff identified for providing this service.

Service activities include:

- a brief assessment (not diagnosis and evaluation) of the person's problem, to make appropriate referral possible;
- provision of relevant information on, and referral to, community resources providing or making available the needed service;
- follow-up, as appropriate.

Service activities do not include provision of information through the mass media or general public information methods except for the costs of advertising for the service itself.

**GENERIC SERVICES  
SERVICE DEFINITION  
TRANSPORTATION SERVICE**

This service definition must be used if the service is funded as a Generic Service under the Human Services Development Fund. The service must be provided in accordance with the rules which have been established for Generic Services within the Instructions and Requirements for the HSDF and Chapter 2050 of the Adult Services Manual.

Transportation Service consists of activities which enable individuals to travel to and from community facilities to receive social and medical services. Transportation Service is provided only if there is no other appropriate person or resource available to transport the individual.

Service activities include:

- recruitment, training and support of volunteers to provide transportation;
- provision of special modes of transportation when needed;
- provision of personnel to accompany and assist persons who are unable to use conventional means of transportation to reach needed services;
- reimbursement of client travel expenses incurred in securing needed and authorized services.

**ELIGIBILITY CRITERIA**

For the provision of the Generic Service, there are certain eligibility options which are available to the County. Providers of this service must ensure that recipients of service are eligible under the option selected by the County.