



## **ANNOUNCING: UCP Individualized Participant Budgets (\$50 per Month)**

### **A New UCP Alternative Service for Day and Transportation Participants**

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UCP is adding a new ***Individualized Participant Budget*** option to our Alternative Services Menu for our participants receiving services in our day and transportation programs. UCP is reallocating some of our program supply budgets to help participants and households get curriculum and essential supplies at home to help you stay safe and engaged. Here is how this program works.

- Contact your manager and ask to participate in this program.
- You will be sent a UCP PARTICIPANT ORDER FORM.
- Find what you want and submit completed order form to your manager via email.
- UCP will purchase approved items up to \$50 per month and have them delivered to your home.

## **INDIVIDUALIZED BUDGET PROGRAM FAQ**

### **WHY IS UCP OFFERING THIS PROGRAM?**

We want our participants to be successful. We know each participant and household has different needs during COVID-19 Pandemic. Stay-at-Home orders and safety concerns have limited what services many participants can receive. We know that many participants and households are running out of activities and supplies at home. We also understand the challenge that distant-learning and remote services have on participants and household budgets. We wanted to provide an *individualized* option to help our participants stay engaged and stay safe. We are in this together and we will get through it together.

### **WHO IS ELIGIBLE?**

Participants with an active authorization in one of UCP's adult day programs or UCP's transportation services. These are the only UCP programs authorized by the State to provide "Alternative Services." Other UCP programs such as Respite or ILS are not authorized to provide Alternative Services at this time. Participants must also have agreed to receive Alternative Services. If you have questions about if you have authorized Alternative Services with UCP contact your program manager.

### **WHAT IS AN INDIVIDUALIZED BUDGET?**

UCP is reallocating some of our program supply budgets to provide participants to allow participants to purchase up to \$50 per month on curriculum or essential supplies. You tell us what you need and why and we can purchase it for you and arrange delivery.

### **WHAT PURCHASES CAN I REQUEST?**

UCP is authorizing purchases for curriculum or essential supplies. Curriculum purchases can be any items that will be used to assist the participant in participating in Alternative Services with UCP or other supportive activities. This could be at home art supplies, activity books, educational games, or other activity or curriculum focused items. Essential supplies can be any supplies that are essential for health and safety for the participant. This could include PPE (hand sanitizer, masks, etc.), consumable supplies such as food or at home health supplies, or other supplies. Perishable items are not eligible. If you need assistance with shopping, check out our UCP Safe Trip program here: <https://ucpsacto.org/wp-content/uploads/Safe-Trip-Flyer-1.pdf>

### **CAN I BE REIMBURSED FOR PURCHASES I MADE?**

No. UCP is not reimbursing families for any purchases. These purchases must be made by a UCP manager with a UCP spending account.

### **DO YOU HAVE A LIST OF ITEMS?**

No list. During COVID-19 State of Emergency, each family and participant's needs are so unique UCP can't anticipate everything our participants need to stay healthy, safe, and engaged during this crisis. Therefore we are allowing our participants and families to tell us what they need at home.

### **CAN YOU SURPRISE ME WITH REOCCURRING PURCHASES?**

YES! You can request UCP program staff purchases types of items on your behalf as a surprise gift on a regular basis. This might be things such as puzzles or books of interest to the participant. Provide some instructions for our staff regarding what items you would want purchased out of your budget and how often and UCP can make these purchases for you.

### **WHERE SHOULD I SHOP?**

UCP strongly recommends shopping at [Amazon.com](https://www.amazon.com), [Walmart.com](https://www.walmart.com) or [Target.com](https://www.target.com) to find what you want. UCP will need a link with the specific item you want to purchase. Do not purchase the items yourself. All orders must be made by UCP staff online. If you would like to purchase an item from another website, you will need to talk to one of our managers to see if that is possible.

### **WHEN DOES THIS START? HOW LONG WILL THIS LAST?**

This service is available NOW! UCP intends to keep this option available as long as DDS continues to authorize this and other Alternative Services for participants during the pandemic.

### **HOW CAN I SUBMIT PURCHASE REQUESTS?**

Once you have found what you need, complete a UCP Participant Order form and send it to your program manager for approval. If approved, UCP will make the purchase on your behalf and arrange delivery.

### **HOW MUCH CAN I SPEND?**

Purchases are limited to \$50 total per month. Participants can submit up to two orders a month. The total expenditures for any calendar month per client cannot exceed \$50. Unspent funds do not rollover. Funds will be considered "spent" from the participant's budget on the date they submit the order form via email to a UCP manager. Tax and shipping costs are NOT INCLUDED against the participant's \$50 budget.

### **HOW WILL I RECEIVE MY ORDER?**

UCP will purchase your item for you and arrange for it to be delivered to a UCP program. Once we have your item, UCP's Transportation department will pick up the item and deliver it to your home. If you are not home, we will leave it outside. UCP Program Staff will give you a call the day before the delivery date so you have a heads-up.

### **WHERE IS THIS MONEY COMING FROM?**

UCP made the choice to reallocate some of our program supply funds to help pay for this program. UCP is not receiving special funds from the State or Regional Center for these purchases.

### **I WANT TO KNOW MORE ABOUT UCP'S ALTERNATIVE SERVICES OR SAFETY PRACTICES?**

Visit UCP's COVID-19 Resource page at <https://ucpsacto.org/programs-services/covid-19/> for more information about UCP's services during and safety practices. You can also talk with your program manager.

### **HOW DO I CONTACT MY PROGRAM MANAGER?**

If you do not know how to contact your program manager, we have posted UCP Program Contact Information on our COVID-19 Resource Page. You can find that here: [https://ucpsacto.org/wp-content/uploads/UCP\\_Program\\_Contact\\_Information.pdf](https://ucpsacto.org/wp-content/uploads/UCP_Program_Contact_Information.pdf)