

Elmy's Special Services, Inc.

Family Reimbursement Guidelines

The **Family Reimbursement Program** at **Elmy's Special Services, Inc.** provides financial assistance to families of individuals with developmental disabilities who live at home in New York City. Funded by the **New York State Office for People With Developmental Disabilities (OPWDD)**, this program helps cover eligible expenses that directly benefit the individual and are not reimbursed through other sources such as Medicaid or insurance.

Purpose

The goal of this program is to support families in meeting occasional or unexpected expenses related to the care and support of their loved one with a developmental disability. These may include short-term supports, needed items, or services that enhance the individual's quality of life.

Eligibility & General Guidelines

1. The individual must be eligible for OPWDD services.
2. There is **no age restriction**, but the person must live with their family in New York City.
3. Individuals residing independently, or families receiving foster care services, are **not eligible**.
4. The reimbursement request must directly relate to the individual's **developmental or intellectual disability**.
5. All receipts must fall within the **current fiscal year (July 1 – June 30)**.
6. The request must be for a **one-time purchase or short-term service**—not an ongoing need such as rent or utility bills.

Application Timeline

- The **fiscal year** runs from **July 1 to June 30**.
- Applications should be submitted **within 90 days** of purchase.
- Submissions **after 90 days** may be considered **at Elmy's discretion**.
- To be considered within the current fiscal year, it is **strongly recommended** that applications be submitted by **April 1**.

Award Limits

- Eligible individuals may receive **up to \$3,000** per fiscal year.
- Applications are reviewed by an internal committee **at least once every quarter**.
- Awards are **not guaranteed**, even if the applicant is eligible.

Examples of Allowable Requests

- ✓ Summer camp tuition (must include documentation of non-waiver-funded hours)
- ✓ Respite services (with completed verification form)
- ✓ Special furniture or appliances
- ✓ Clothing for a specific disability-related need
- ✓ Adaptive toys, educational or sensory devices
- ✓ Emergency needs (e.g., extermination due to bed bugs, bed replacement with proof)

Examples of Non-Allowable Requests

- X Utility bills, rent, or other ongoing expenses
- X Luxury or non-essential items (e.g., VCRs, DVD players)
- X Services provided by natural/adoptive parents
- X Taxes or fines

Direct Purchasing Option

In cases where families are unable to pay upfront for the needed goods or services, **Elmy's Special Services** may issue payment directly to the vendor.

To request direct purchasing:

- Submit a written explanation of financial hardship
- Provide an **income attestation**, household size, and documentation of any extraordinary expenses
- Include an **official estimate** or invoice and confirm vendor acceptance of third-party payment
- Elmy's may require a completed **W-9 form** for new vendors

Required Documents Checklist

To be considered for funding, submit a complete application including:

- ☒ Completed and signed **OPWDD Family Reimbursement Application Form**
- ☒ **Receipts or estimates** dated within the current fiscal year
- ☒ Completed **Respite Verification Form** (if applicable)
- ☒ **Life Plan** or **OPWDD Eligibility Determination Letter** and attestation
- ☒ For those in **self-direction**, a copy of the current **budget**
- ☒ **Payee name and relationship** to the supported individual

Submission Process

- Submit applications early to increase the likelihood of funding.
- Provide thorough explanation for the request in the application or cover letter.
- Include medical or clinical letters of support when applicable.

All completed applications must be mailed to:

Elmy's Special Services, Inc.

Attn: Family Reimbursement Program

163 Van Buren Street, Brooklyn, NY 11221

For questions or assistance, please contact us at:

☎ **(718) 789-7539**

✉ familyreimbursement@elmysspecialservices.org

Thank you for your interest in the Family Reimbursement Program at Elmy's Special Services, Inc. We are committed to supporting families through practical, person-centered assistance that enhances the well-being of those we serve.