

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES**

Procedure No. I.C.2.PR.006

Subject: Individual Budget

Designated Area of Responsibility: Individual Supports

Issue Date: January 11, 2002

Effective Date: Upon release

Revised: January 26, 2006

Note: Technical revisions were made to this policy on October 31, 2024, to ensure the policy reflects respectful and person first language. No substantial changes were made.

A. Purpose

To ensure that the Department uses a consistent method for developing and managing Individual Budgets within the resources authorized by the Regional Planning Resource Allocation Teams. Each individual budget identifies the cost of supports, the type of supports, and the frequency of support that DDS will fund.

B. Applicability

This procedure shall apply to DDS staff with responsibility for Individual Budget development and all individuals and or sponsoring persons who have Individual Budgets with the department.

C. Definitions

Individual Budget – a budget that specifies the type of support, the cost of support and the frequency of support for the participant. The individual budget includes one-time funds, annualized funds, and the funds for the current budget period that DDS has authorized for the participant. The Individual Budget is completed in a format designated by the Department.

Individual Budget Data Base: A database that is used by case managers, brokers, resource managers, and transition coordinators to develop and manage individual budgets. All individual budgets are stored in the Individual Budget Data Base.

Planning and Resource Allocation Team (PRAT) – A Regional Team chaired by the Planning and Quality Coordinator, and comprised of representatives from Resource Management, Case Management Supervision, Business Office, Family Support, and Regional Administration. This team manages the process whereby DDS identifies available resources, identifies individual consumer needs, assigns Priority, implements Planning and Resource Allocation policies and procedures, makes recommendations regarding applicants for the HCBS waiver, processes allocation of resources, and referrals to available out of home residential group living settings and Provider Agency based day services.

D. Implementation

1. The case manager/support broker works with the individual/family and their circle to develop an individual plan that describes the future they want for themselves.

2. With the assistance of the case manager/support broker and circle, the individual/family identifies ways they can use natural supports, community resources, and their own resources to support the plan.
3. With the assistance of the case manager/support broker and circle the individual/ family identifies potential funding sources (including DDS) for the supports and services the individual/family needs.
4. Using the Individual Budget Data Base, the HCBS waiver services, rates and cost guidelines, the case manager/support broker, resource manager, or transition coordinator prepares a budget representing the DDS funded supports. The region reviews the Individual Budget for consistency with the Individual Plan, the PRAT authorization, waiver requirements and rates. Budgets are authorized as described in the **Procedure No. I.C.2.PR.007 Subject: Individual Support Budget Authorization Process**
5. Budgets are intended to be flexible and may change, as peoples' support needs change. They are subject to review and revision annually or as needed. Individual Budgets can be adjusted in the Individual Budget Data Base by adding new line items or moving resources within existing line items. Individual Budget changes are made in accordance with **Procedure No. I.C. 2 PR 008.**

E. Reference

- Individual Budget Data Base
- Individual Support Cost Accounting Standards and Cost Guidelines
- Individual Support Procedure No. I.C. 2 PR. 007 and 008
- Individual Family Support Waiver Manual
- Comprehensive Waiver Budget Services
- Case Management Supervisor Individual Budget Checklist