

State Plan for Independent Living (SPIL) for Virgin Islands for 2017-2019

General Information

Designated Agency Identification

State: Virgin Islands

Agency: Virgin Islands Division for Disabilities and Rehabilitation Services

Plan for: 2017-2019

Submitted in fiscal year: 2016

View grant [9OIS0006-01](#) in the Grant Award screen.

Part I: Assurances

Section 1: Legal Basis and Certifications

1.1 The designated State unit (DSU) eligible to submit the State Plan for Independent Living (SPIL or the plan) and authorized under State law to perform the functions of the State under the State Independent Living Services (SILS) and Centers for Independent Living (CIL) programs.

VI Department of Human Services - Division of Disabilities and Rehabilitation Services

1.2 The separate State agency eligible to submit the plan and authorized under State law to provide vocational rehabilitation (VR) services to individuals who are blind.

VI Department of Human Services - Division of Disabilities and Rehabilitation Services

1.3 The Statewide Independent Living Council (SILC) that meets the requirements of section 705 of the Act and is authorized to perform the functions outlined in section 705(c) of the Act in the State.

Virgin Islands State Independent Living Council

1.4 The DSU and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, and the SILC are authorized to jointly develop, sign and submit this SPIL on behalf of the State, and have adopted or otherwise formally approved the SPIL. Yes

1.5 The DSU, and, if applicable, the separate State agency authorized to provide VR services to individuals who are blind, may legally carry out each provision of the plan and will comply with all applicable Federal statutes and regulations in effect with respect to the three-year period it receives funding under the SPIL. Yes

1.6 The SPIL is the basis for State operation and administration of the program. All provisions of the SPIL are consistent with State law. Yes

1.7 The representative of the DSU and, if applicable, of the separate State agency authorized to provide VR services to individuals who are blind, who has the authority under State law to receive, hold, and disburse Federal funds made available under the SPIL and to submit the SPIL jointly with the SILC chairperson is Felecia L. Blyden, Administrator, Disabilities and Rehabilitation Services.

Section 2: SPIL Development

2.1 The plan shall be reviewed and revised not less than once every three years, to ensure the existence of appropriate planning, financial support and coordination, and other assistance to appropriately address, on a statewide and comprehensive basis, the needs in the State for:

- The provision of State independent living services;

- The development and support of a statewide network of centers for independent living;
- Working relationships between programs providing independent living services and independent living centers, the vocational rehabilitation program established under title I, and other programs providing services for individuals with disabilities.

Yes

2.2 The DSU and SILC conduct public meetings to provide all segments of the public, including interested groups, organizations and individuals, an opportunity to comment on the State plan prior to its submission to the Commissioner and on any revisions to the approved State plan. Yes

2.3 The DSU and SILC establish and maintain a written description of procedures for conducting public meetings in accordance with the following requirements. The DSU and SILC shall provide:

- appropriate and sufficient notice of the public meetings;
- reasonable accommodation to individuals with disabilities who rely on alternative modes of communication in the conduct of the public meetings, including providing sign language interpreters and audio-loops; and
- public meeting notices, written material provided prior to or at the public meetings, and the approved State plan in accessible formats for individuals who rely on alternative modes of communication.

Yes

2.4 At the public meetings to develop the State plan, the DSU and SILC identify those provisions in the SPIL that are State-imposed requirements beyond what would be required to comply with the regulations in 34 CFR parts 364, 365, 366, and 367. Yes

2.5 The DSU will seek to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under a project funded under chapter 2 of title VII of the Act and that the DSU determines to be effective. Yes

2.6 The DSU and SILC actively consult, as appropriate, in the development of the State plan with the director of the Client Assistance Program (CAP) authorized under section 112 of the Act. Yes

Section 3: Independent Living Services

3.1 The State, directly or through grants or contracts, will provide IL services with Federal, State, or other funds. Yes

3.2 Independent living services shall be provided to individuals with significant disabilities in accordance with an independent living plan mutually agreed upon by an appropriate staff

member of the service provider and the individual, unless the individual signs a waiver stating that such a plan is unnecessary. Yes

3.3 All service providers will use formats that are accessible to notify individuals seeking or receiving IL services under chapter 1 of title VII about:

- the availability of the CAP authorized by section 112 of the Act;
- the purposes of the services provided under the CAP; and
- how to contact the CAP.

Yes

3.4 Participating service providers meet all applicable State licensure or certification requirements. Yes

Section 4: Eligibility

4.1 Any individual with a significant disability, as defined in 34 CFR 364.4(b), is eligible for IL services under the SILS and CIL programs authorized under chapter 1 of title VII of the Act. Any individual may seek information about IL services under these programs and request referral to other services and programs for individuals with significant disabilities, as appropriate. The determination of an individual's eligibility for IL services under the SILS and CIL programs meets the requirements of 34 CFR 364.51. Yes

4.2 Service providers apply eligibility requirements without regard to age, color, creed, gender, national origin, race, religion or type of significant disability of the individual applying for IL services. Yes

4.3 Service providers do not impose any State or local residence requirement that excludes any individual who is present in the State and who is otherwise eligible for IL services from receiving IL services. Yes

Section 5: Staffing Requirements

5.1 Service provider staff includes personnel who are specialists in the development and provision of IL services and in the development and support of centers. Yes

5.2 To the maximum extent feasible, a service provider makes available personnel able to communicate:

- with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication, nonverbal communication devices, Braille or audio tapes, and who apply for or receive IL services under title VII of the Act; and
- in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

Yes

5.3 Service providers establish and maintain a program of staff development for all classes of positions involved in providing IL services and, if appropriate, in administering the CIL program. The staff development programs emphasize improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy. Yes

5.4 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will take affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act. Yes

Section 6: Fiscal Control and Fund Accounting

6.1 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will comply with applicable EDGAR fiscal and accounting requirements and will adopt those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for those funds. Yes

Section 7: Recordkeeping, Access and Reporting

7.1 In addition to complying with applicable EDGAR recordkeeping requirements, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will maintain records that fully disclose and document:

- the amount and disposition by the recipient of that financial assistance;
- The total cost of the project or undertaking in connection with which the financial assistance is given or used;
- the amount of that portion of the cost of the project or undertaking supplied by other sources;
- compliance with the requirements of chapter 1 of title VII of the Act and Part 364 of the regulations; and
- other information that the Commissioner determines to be appropriate to facilitate an effective audit.

Yes

7.2 With respect to the records that are required by 34 CFR 364.35, all recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will submit reports that the Commissioner determines to be appropriate. Yes

7.3 All recipients of financial assistance under parts B and C of chapter 1 of title VII of the Act will provide access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, to the records listed in 34 CFR 364.37 for the purpose of conducting audits, examinations, and compliance reviews. Yes

Section 8: Protection, Use and Release of Personal Information

8.1 Each service provider will adopt and implement policies and procedures to safeguard the confidentiality of all personal information, including photographs and lists of names in accordance with the requirements of 34 CFR 364.56(a)(1-6). Yes

Section 9: Signatures

As the authorized signatories, we will sign, date and retain in the files of the state agency(ies) and the Statewide Independent Living Council the Part I: Assurances, 1-8, and the separate Certification of Lobbying forms ED-80-0013 (available in [MS Word](#) and [PDF](#) formats) for the state independent living program (Part B) and the centers for independent living program (Part C).

The effective date of this SPIL is October 1, 2016.

Section 9: Signature for SILC Chairperson

Name David Rauschenberger

Title Chairperson

Signed? Yes

Date signed 06/30/2016

Section 9: Signature for DSU Director

Name Felecia L. Blyden

Title Administrator, Disabilities and Rehabilitation Services

Signed? Yes

Date signed 06/30/2016

Section 9: Signature for Separate State Agency for Individuals Who Are Blind

Is there a Separate State Agency for Individuals Who Are Blind? No

Name

Title

Signed? No

Date signed

Part II: Narrative: Section 1 - Goals, Objectives and Activities

Section 1: Goals, Objectives and Activities

1.1 Goals and Mission

Describe the overall goals and mission of the State's IL programs and services. The SPIL must address the goals and mission of both the SILS and the CIL programs, including those of the State agency for individuals who are blind as they relate to the parts of the SPIL administered by that agency.

Goal Name: Assist CIL in developing and administering an annual Consumer Satisfaction Survey

Goal Description:

The CIL express an ongoing interest in developing a format for administering an annual consumer satisfaction survey. SILC board will work with CIL staff to jointly develop instrument which will express the level of satisfaction or non-satisfaction of consumers with the services provided to them by the CIL

Goal Name: Technical Assistance

Goal Description:

To assist CIL in maximizing the use of recently acquired CIL Suite, a computer software designed for record keeping and accountability for Centers for Independent Living.

Goal Name: Bi-annually conduct role & Responsibility training opportunity for SILC Board

Goal Description:

To ensure retention of board membership it is necessary to provide information and regular updates on the expectation and involvement of members

1.2 Objectives

1.2A. Specify the objectives to be achieved and the time frame for achieving them.

Goal(s) from Section 1.1	Objective to be achieved	Time frame start date	Time frame end date
Assist CIL in developing and administering an	To ascertain from consumers their level of satisfaction in order to	10/01/2016	03/31/2016

annualConsumer Satisfaction Survey	determine and execute a plan for necessary improvement in service delivery		
Technical Assistance	To utilize the skill and knowledge of members, particularly members with disabilities, who can address the need for TA with voice programs	10/01/2016	09/30/2019
Bi-annually conduct role & Responsibility training opportunity for SILC Board	Council member will be reminded of the need for input as well as the variety of roles and purposes they are being asked to assume	10/01/2016	09/30/2019

1.2 Objectives

1.2B Describe the steps planned regarding outreach to populations in the State that are unserved or underserved by programs under title VII, including minority groups and urban and rural populations.

- Identify the populations to be designated for targeted outreach efforts

It is expected that the SILC will collaborate with the efforts of the CIL to identify the populations designated for out reach efforts. Along with CIL participants, SILC members will utilize opportunities at community fairs, and other community events to share their stories of self-empowerment to encourage others to participate in programs and services offered by the CIL which will enhance and promote skills for living as independently as possible.

- Identify the geographic areas (i.e., communities) in which the targeted populations reside

Individuals with disabilities who are underserved, or unserved are located throughout the territory, thus efforts to have representation at the above mentioned community activities is the practice of the board and staff of the CIL and will be extended to include members of the SILC. Utilizing this approach it will be possible to identify the targeted population on all three islands

- Describe how the needs of individuals with significant disabilities from minority group backgrounds will be addressed

Addressing the needs of individuals with significant disabilities from minority groups and backgrounds will be readily achievable

as the composition of the CIL board and staff as well as the SILC is inclusive of persons with significant disabilities as well as individual from minority group backgrounds.

1.3 Financial Plan

Describe in sections 1.3A and 1.3B, below, the financial plan for the use of Federal and non-Federal funds to meet the SPIL objectives.

1.3A Financial Plan Tables

Complete the financial plan tables covering years 1, 2 and 3 of this SPIL. For each funding source, provide estimated dollar amounts anticipated for the applicable uses. The financial plan table should include only those funding sources and amounts that are intended to support one or more of the objectives identified in section 1.2 of the SPIL. To the extent possible, the tables and narratives must reflect the applicable financial information from centers for independent living. Refer to the SPIL Instructions for additional information about completing the financial tables and narratives.

Year 1 - 2017 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B		27394		
Title VII Funds Chapter 1, Part C			247036	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)		32000		8000
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	62000			
Other Federal funds - other				
Non-Federal funds - State funds				
Non-Federal funds - Other				
Total	62000	59394	247036	8000

Year 2 - 2018 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B		27394		
Title VII Funds Chapter 1, Part C			247036	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)		32000		8000
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	62000			
Other Federal funds - other				
Non-Federal funds - State funds				
Non-Federal funds - Other				
Total	62000	59394	247036	8000

Year 3 - 2019 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
Title VII Funds				
Title VII Funds Chapter 1, Part B		27394		
Title VII Funds Chapter 1, Part C			247036	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)		32000		8000
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	62000			
Other Federal funds - other				
Non-Federal funds - State funds				

Non-Federal funds - Other				
Total	62000	59394	247036	8000

1.3B Financial Plan Narratives

1.3B(1) Specify how the part B, part C and chapter 2 (Older Blind) funds, if applicable, will further the SPIL objectives.

Funds from the following programs will further the SPIL objectives in the following manner:

- Chapter 1, Part B funds are utilized for IL services as well as assisting the CIL to carry out its objectives
- Chapter 1, Part C funds will be utilized for general operations of the center.
- Chapter 2 OIB funds are divided between direct independent living services and other SPIL activities.
- The State Vocational Rehabilitation program allocates a portion of its Innovation and Expansion funds annually towards the SILC Resource Plan

1.3B(2) Describe efforts to coordinate Federal and State funding for centers and IL services, including the amounts, sources and purposes of the funding to be coordinated.

The DSU and SILC do not receive State funding. State funds are provided to the CIL in order to augment Federal Funds for program continuation as follows

- Federal Funds247,036
- State Funds..... 68,975.00

1.3B(3) Describe any in-kind resources including plant, equipment or services to be provided in support of the SILC resource plan, IL services, general CIL operations and/or other SPIL objectives.

In-Kind resources to be used in support of general IL operation, and IL services may include sharing of equipment such as copy machine, TTY and other assistive technology or office items, assistance with outreach to underserved persons, sharing of space for the provision of service particularly at the St. Croix location. Sharing of resources in such areas as joint training and needs assessment will be implemented since such sharing will result in an overall improvement of services for persons with disabilities

1.3B(4) Provide any additional information about the financial plan, as appropriate.

Coordination of efforts to support the fiscal needs of the SILC and CIL will be increased. Financial resources are limited in the territory, however, efforts will continue to identify sources for funding needs beyond the federal allotment.

1.4 Compatibility with Chapter 1 of Title VII and the CIL Work Plans

1.4A Describe how the SPIL objectives are consistent with and further the purpose of chapter 1 of title VII of the Act as stated in section 701 of the Act and 34 CFR 364.2.

In order to ensure that the SPIL's objectives are consistent with the established regulations of Chapter 1 of the ACT, the DSU takes the lead by including a variety of input from appropriate entities which conduct outreach

1.4B Describe how, in developing the SPIL objectives, the DSU and the SILC considered and incorporated, where appropriate, the priorities and objectives established by centers for independent living under section 725(c)(4) of the Act.

In developing the SPIL objectives the priorities and objectives established by CILS are considered keeping in mind the need to promote the independent living philosophy, provide avenues for empowerment and leadership of persons with disabilities as well as to promote integration and full inclusion of individuals with significant disabilities into the mainstream of American society.

1.5 Cooperation, Coordination, and Working Relationships Among Various Entities

Describe the steps that will be taken to maximize the cooperation, coordination and working relationships among the SILS program, the SILC, and centers; the DSU, other State agencies represented on the SILC and other councils that address the needs of specific disability populations and issues; and other public and private entities determined to be appropriate by the SILC.

The description must identify the entities with which the DSU and the SILC will cooperate and coordinate.

The entities with which the DSU and the SILC will cooperate and coordinate with in meeting their goal will include:

The direct services offered in the territory are:

Department of Labor

Developmental Disabilities Council

State Rehabilitation Council

University Center for Excellence in Developmental Disabilities

Disability Rights Center

At the present these entities work collaboratively in many avenues of service provision, training and information sharing. It is anticipated that consistent SILC inclusion will greatly enhance the opportunity for goal attainment.

1.6 Coordination of Services

Describe how IL services funded under chapter 1 of title VII of the Act will be coordinated with and complement other services to avoid unnecessary duplication with other Federal, State, and local programs, including the OIB program authorized by chapter 2 of title VII of the Act, that provide IL- or VR-related services.

The majority of IL services in the territory are conducted by the CIL, collaborated as needed by the DSU and SILC which minimizes the opportunity for duplication.

1.7 Independent Living Services for Individuals who are Older Blind

Describe how the DSU seeks to incorporate into, and describe in, the State plan any new methods or approaches for the provision of IL services to older individuals who are blind that are developed under the Older Individuals who are Blind program and that the DSU determines to be effective.

The DSU takes into consideration the needs of Older Individuals who are Blind and again collaborates with the CIL to ensure that planned programs and activities for this population met a variety of their needs

Part II: Narrative: Section 2 - Scope, Extent, and Arrangements of Services

2.1 Scope and Extent

2.1A Check the appropriate boxes in the SPIL Instrument table indicating the types of IL services to be provided to meet the objectives identified in section 1.2 of this SPIL, and whether the services will be provided by the CILs or by the DSU (directly and/or through contract or grant).

Table 2.1A: Independent living services	Provided by the DSU (directly)	Provided by the DSU (through contract and/or grant)	Provided by the CILs (Not through DSU contracts/grants)
Core Independent Living Services - Information and referral	Yes	No	Yes
Core Independent Living Services - IL skills training	No	Yes	Yes
Core Independent Living Services - Peer counseling	No	No	Yes
Core Independent Living Services - Individual and systems advocacy	Yes	No	Yes
Counseling services, including psychological, psychotherapeutic, and related services	Yes	Yes	No
Services related to securing housing or shelter, including services related to community group living, and supportive of the purposes of this Act and of the titles of this Act, and adaptive housing services (including appropriate accommodations to and modifications of any space used to serve, or occupied by, individuals with significant disabilities)	No	Yes	No
Rehabilitation technology	No	Yes	No
Mobility training	No	Yes	No
Services and training for individuals with cognitive and sensory disabilities, including life skills training, and interpreter and reader services	No	Yes	Yes

Personal assistance services, including attendant care and the training of personnel providing such services	Yes	No	No
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services	Yes	Yes	No
Consumer information programs on rehabilitation and IL services available under this Act, especially for minorities and other individuals with disabilities who have traditionally been unserved or underserved by programs under this Act	Yes	No	Yes
Education and training necessary for living in the community and participating in community activities	Yes	No	Yes
Supported living	Yes	No	No
Transportation, including referral and assistance for such transportation	Yes	No	Yes
Physical rehabilitation	Yes	No	No
Therapeutic treatment	Yes	No	No
Provision of needed prostheses and other appliances and devices	Yes	Yes	No
Individual and group social and recreational services	No	No	Yes
Training to develop skills specifically designed for youths who are individuals with significant disabilities to promote self-awareness and esteem, develop advocacy and self-empowerment skills, and explore career options	No	No	Yes
Services for children with significant disabilities	Yes	No	No
Services under other Federal, State, or local programs designed to provide resources, training, counseling, or other assistance of substantial benefit in enhancing the independence, productivity, and quality of life of individuals with significant disabilities	Yes	No	No

Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	Yes	No	No
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	No	No	Yes
Other necessary services not inconsistent with the Act	Yes	No	Yes

2.1B Describe any service provision priorities, including types of services or populations, established for meeting the SPIL objectives identified in section 1.2.

Service of Mobility and Orientation provided to Older and Blind populations is among priorities and are conducted with appropriate individuals referred by the DSU, SILC and CIL. As such, individual and group community orientation including the use of cross walks, banking, use of the post office, grocery stores and restaurants are among the skill trainings conducted.

2.1C If the State allows service providers to charge consumers for the cost of services or to consider the ability of individual consumers to pay for the cost of IL services, specify the types of IL services for which costs may be charged and for which a financial need test may be applied, and describe how the State will ensure that:

- Any consideration of financial need is applied uniformly so that all individuals who are eligible for IL services are treated equally; and
- Written policies and consumer documentation required by 34 CFR 364.59(d) will be kept by the service provider.

Indicate N/A if not applicable.

N/A

2.2 Arrangements for State-Provided Services

2.2A If the DSU will provide any of the IL services identified in section 2.1A through grants or contractual arrangements with third parties, describe such arrangements.

As available grants are provided to the CIL for Older Blind Services as well as for IL services for consumers in common.

2.2B If the State contracts with or awards a grant to a center for the general operation of the center, describe how the State will ensure that the determination of an individual's eligibility for services from that center shall be delegated to the center.

N/A

Part II: Narrative: Section 3 - Design for the Statewide Network of Centers

3.1 Existing Network

Provide an overview of the existing network of centers, including non-Part C-funded centers that comply with the standards and assurances in section 725 (b) and (c) of the Act, and the geographic areas and populations currently served by the centers.

A network of centers is not an option for the Virgin Islands; however, there is one CIL in the territory with locations on two islands namely, St. Thomas and St. Croix. The center complies with the mandate of providing four core services of Information and Referral, Peer Counseling, Advocacy and Independent Living Skills Training. Additionally, they provide a variety of direct services, including Work Incentive Planning, Sensitivity Awareness Training, ADA Education, Systems Advocacy and Transportation.

3.2 Expansion of Network

Describe the design for the further expansion of the network, including identification of the unserved and underserved areas in the State and the order of priority for serving these areas as additional funding becomes available (beyond the required cost-of-living increase).

Design for expansion not being considered at this time. The VI SILC and the DSE will notify ACL to request that a competition be held to ensure that a CIL will continue to serve the existing service area throughout the territory if the Part C Center closes or relinquishes the award.

3.3 Section 723 States Only

3.3A If the State follows an order of priorities for allocating funds among centers within a State that is different from what is outlined in 34 CFR 366.22, describe the alternate order of priority that the DSU director and the SILC chair have agreed upon. Indicate N/A if not applicable.

N/A

3.3B Describe how the State policies, practices and procedures governing the awarding of grants to centers and the oversight of these centers are consistent with 34 CFR 366.37 and 366.38.

N/A

Part II: Narrative: Section 4 - Designated State Unit (DSU)

4.1 Administrative Support Services

4.1A Describe the administrative support services to be provided by the DSU for the SILS (Part B) program and, if the State is a Section 723 State, for the CIL (Part C) program. Refer to the SPIL Instructions for additional information about administrative support services.

To the extent possible, administrative and other support are regularly provided by the DSU to the SILS

4.1B Describe other DSU arrangements for the administration of the IL program, if any.

Part II: Narrative: Section 5 - Statewide Independent Living Council (SILC)

5.1 Resource plan

5.1A Describe the resource plan prepared by the SILC in conjunction with the DSU for the provision of resources, including staff and personnel, made available under parts B and C of chapter 1 of title VII, section 101(a)(18) of the Act, and from other public and private sources that may be necessary to carry out the functions of the SILC identified in section 705(c). The description must address the three years of this SPIL.

- Refer to the SPIL Instructions for more information about completing this section.

For more information click the icon.

Resource Plan for the SILC:

1. Address Governor Appointment of new members
2. Training and commitment of new members
3. Ensuring commitments are carried out
4. Utilize on-line training opportunities
5. Continue collaboration with DSU, CIL and other partners to continue building capacity, increase outreach efforts to unserved and under-served populations as well as develop the strength of the disability community

5.1B Describe how the following SILC resource plan requirements will be addressed.

- The SILC's responsibility for the proper expenditure of funds and use of resources that it receives under the resource plan.

The Executive committee is responsible for the development and implementation of the resource plan, along with planned activities in keeping with independent living policies.

- Non-inclusion of conditions or requirements in the SILC resource plan that may compromise the independence of the SILC.

It is the SILC is responsibility to administer in a proper manner the use for resources that it receives under the resource plan.

- Reliance, to the maximum extent possible, on the use of resources in existence during the period of implementation of the State plan.

The SILC is very conservative with its resources, and as such is able to function with what is allotted to them. When necessary, the DSU shares resources with the SILC such as use of conference rooms, copy machine as well as technical support for various projects.

5.2 Establishment and Placement

Describe how the establishment and placement of the SILC ensures its independence with respect to the DSU and all other State agencies. Refer to the SPIL Instructions for more information about completing this section.

The SILC is a non-profit organization established outside of the State Agency. The SILC operates as an independent body, with TAX ID number.

5.3 Appointment and Composition

Describe the process used by the State to appoint members to the SILC who meet the composition requirements in section 705(b). Refer to the SPIL Instructions for more information about completing this section.

A recruitment campaign is currently on-going to ensure that members are appointed as mandated.

The state ensures that the SILC is composed of members who provide territory wide representation by engaging participation of eligible individuals with a diversity of significant disabilities and individuals with knowledge of serving as members of boards or councils.

All of the candidates have met the necessary eligibility requirements, the selected individuals filled out an appointment application which is then submitted to the Commissioner of Human Services who will then forward them to the Governor for approval

5.4 Staffing

Describe how the following SILC staffing requirements will be met.

- SILC supervision and evaluation, consistent with State law, of its staff and other personnel as may be necessary to carry out its functions.

The SILC staff is comprised of two employees:

Administrative Assistant: assists the council with coordination of project activities such as surveys, committee meetings, etc.

Assists with purchasing of furniture and equipment.

Maintain and regularly update a reference library.

Maintain payroll records and inventories.

Attend meetings, workshops and conferences on and off-island.

Assist the DSU in annual reporting of the 704 report and the SPIL every (3) years.

Computer literate, conduct internet searches

Act as liaison between CIL and Council.

Receptionist (part-time)

Answers phone, take messages, sends faxes, operates copier and is computer literate.

Greets people in person and attends to inquiries made by phone.

Composes letters, transcribes notes from audio tapes into reports.

Attends meetings, workshops and conferences and takes minutes from these events

- Non-assignment of duties to SILC staff and other personnel made available by the DSU, or any other State agency or office, that would create a conflict of interest while assisting the SILC in carrying out its duties.

Part II: Narrative: Section 6 - Service Provider Requirements

Describe how the following service provider requirements will be met:

6.1 Staffing

- Inclusion of personnel who are specialists in the development and provision of IL services and in the development and support of centers.

Personnel who are specialists are available from the DSU or CIL

- Availability, to the maximum extent feasible, of personnel able to communicate (1) with individuals with significant disabilities who rely on alternative modes of communication, such as manual communication, nonverbal communication devices, Braille, or audio tapes and (2) in the native languages of individuals with significant disabilities whose English proficiency is limited and who apply for or receive IL services under title VII of the Act.

Services which require specific personnel are provided by the CIL or DSU. Additionally in collaboration with other partners alternate formats and other needs are made available.

- Establishment and maintenance of a program of staff development for all classes of positions involved in providing IL services and, where appropriate, in administering the CIL program, improving the skills of staff directly responsible for the provision of IL services, including knowledge of and practice in the IL philosophy.

Staff development and in-service training are provided through collaboration with the DSU and VIUCEED as well as attendance at national conferences and on-line options.

- Affirmative action to employ and advance in employment qualified individuals with significant disabilities on the same terms and conditions required with respect to the employment of individuals with disabilities under section 503 of the Act.

Affirmative action policies are in effect.

6.2 Fiscal Control and Fund Accounting

- Adoption of those fiscal control and fund accounting procedures as may be necessary to ensure the proper disbursement of and accounting for funds made available through parts B and C of chapter 1 of title VII of the Act, in addition to complying with applicable EDGAR fiscal and accounting requirements.

All entities have adopted fiscal control and sound accounting procedures as may be necessary to ensure the proper disbursement of and accounting for funds in the following manner:

The DSU is a part of a government umbrella agency which practices sound accounting principles complete with audits of all its programs. Funds are not obligated or disbursed without going through the prescribed procedures.

SILC practices the same procedure; records and receipts are maintained. Quarterly reports are prepared for review of the general council and the DSU.

All entities know that when audits are conducted by the government, they may be called upon to disclose information.

6.3 Recordkeeping, Access and Reporting

- Maintenance of records that fully disclose and document the information listed in 34 CFR 364.35.

The DSU keeps on file detailed documents of all transactions by grant period. The CIL and SILC also maintain file copies and documents as well as check books that show receipts of transactions.

- Submission of annual performance and financial reports, and any other reports that the Secretary determines to be appropriate

Although not timely, the DSU commits to working in collaboration with the SILC to ensure that all reports are completed.

- Access to the Commissioner and the Comptroller General, or any of their duly authorized representatives, for the purpose of conducting audits, examinations, and compliance reviews, to the information listed in 34 CFR 364.37.

As necessary, the SILC has access to the Commissioner and the Chief Financial Officer through the DSU for the purpose of conducting audits and compliance reports

6.4 Eligibility

- Eligibility of any individual with a significant disability, as defined in 34 CFR 364.4(b), for IL services under the SILS and CIL programs.

Any individual with a significant disability present in the territory may apply for IL core services under the SILS and CIL programs which includes:

1. Information and referral services.
2. IL skill training.
3. Peer counseling.

4. Cross disability peer counseling.

5. Individual systems advocacy.

- Ability of any individual to seek information about IL services under these programs and to request referral to other services and programs for individuals with significant disabilities.

Application for services is available to all persons with a disability. Information about the individual is recorded on intake forms which include areas and description of the individual's disability. In addition; the applicant's disability may be verified from sources listed on the agency's release of information form. The intake information is verified and signed by the counselor or other authorized staff.

- Determination of an individual's eligibility for IL services under the SILS and CIL programs in a manner that meets the requirements of 34 CFR 364.51.

SILS and CIL eligibility for services meet all federal and local guidelines.

- Application of eligibility requirements without regard to age, color, creed, gender, national origin, race, religion, or type of significant disability of the individual applying for IL services.

All discrimination statutes are being adhere to as required by federal and local laws.

- Non-exclusion from receiving IL services of any individual who is present in the State and who is otherwise eligible for IL services, based on the imposition of any State or local residence requirement.

All IL services are being provided all present in territory without any imposition of territorial or local residency requirement

6.5 Independent Living Plans

- Provision of IL services in accordance with an IL plan complying with Sec. 364.52 and mutually agreed upon by the individuals with significant disabilities and the appropriate service provider staff unless the individual signs a waiver stating that an IL plan is unnecessary.

The Independent Living Plan is the guiding force for the provision of all services Individuals with Disabilities receive from either the SILS or CIL programs. Each individual with a significant disability is required to have a signed plan detailing the type of services and the duration and goal to be achieved. The plan will be developed jointly between the consumer and service provider and signed by both parties. A copy signed is given to the consumer and a copy stays in the case file.

6.6 Client Assistance Program (CAP) Information

- Use of accessible formats to notify individuals seeking or receiving IL services under chapter 1 of title VII about the availability of the CAP program, the purposes of the services provided under the CAP, and how to contact the CAP.

Accessible formats of information are provided by the CIL as requested.

6.7 Protection, Use and Release of Personal Information

- Adoption and implementation of policies and procedures meeting the requirements of 34 CFR 364.56(a), to safeguard the confidentiality of all personal information, including photographs and lists of names.

Written policies governing the protection, use and release of consumers personal information are adopted by all entities providing IL services. All personal information relating to the consumer is secured in file cabinets. Only those individuals authorized to gather information on the client have access to the case records. In addition, consumers must sign a release of information form authorizing information to be passed on to other agencies or persons seeking information on the consumer.

Part II: Narrative: Section 7 - Evaluation

Describe the method that will be used to periodically evaluate the effectiveness of the plan in meeting the objectives established in Section 1. The description must include the State's evaluation of satisfaction by individuals with significant disabilities who have participated in the program.

Section 7: Evaluation

Goal(s) and the related Objective(s) from Section 1	Method that will be used to evaluate
	Instrument will be developed to provide consumer with opportunity to share opinion on service received Identify qualified individuals with disabilities who can provide assistance in a variety of areas as needed Utilize all training opportunities which are beneficial to members in carrying out responsibilities of the council as needed

Part II: Narrative: Section 8 - State-Imposed Requirements

8 State-Imposed Requirements

Identify any State-imposed requirements contained in the provisions of this SPIL.