

State Plan for Independent Living (SPIL) for Wyoming for 2017-2019

General Information

Designated Agency Identification

State: Wyoming

Agency: Wyoming Division of Vocational Rehabilitation

Plan for: 2017-2019

Submitted in fiscal year: 2016

View grant [90IS0018-01](#) 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.

Wyoming Department of Workforce Services - Division of Vocational Rehabilitation

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.

NA

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.

Wyoming 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 Jim McIntosh, Administrator.

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 Cheryl Godley

Title SILC Chair

Signed? Yes

Date signed 06/02/2016

Section 9: Signature for DSU Director

Name Jim McIntosh

Title Administrator

Signed? Yes

Date signed 06/06/2016

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: People with disabilities are full, equal and active participants in Wyoming.

Goal Description:

This is the mission of the IL system.

Goal Name: Underserved populations will have increased access to services.

Goal Description:

Wyoming is a frontier state with large space between towns. Some areas are difficult to get to. Many areas are underserved. The CILs want to better serve the underserved areas.

Goal Name: Knowledge of disability and community resources are promoted.

Goal Description:

People often don't realize where to go for disability and community resources. The CILs will increase the awareness in the communities about their information and referral core service.

Goal Name: Youth transition services are initiated, increased, and/or expanded.

Goal Description:

Youth transition services are emphasized in the new WIOA. The CILs will create or expand programs to assist youth with disabilities in successfully transitioning to adult life.

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
People with disabilities are full, equal and active participants in Wyoming. Underserved populations will have increased access to services.	Resources are reallocated to underserved areas.	10/01/2016	09/30/2019
People with disabilities are full, equal and active participants in Wyoming. Knowledge of disability and community resources are promoted.	Centers for Independent Living are promoted as an information and referral service.	10/01/2016	09/30/2019
People with disabilities are full, equal and active participants in Wyoming. Youth transition services are initiated, increased, and/or expanded.	Resources are allocated to youth transition services.	10/01/2016	09/30/2019
People with disabilities are full, equal and active participants in Wyoming. Youth transition services are initiated, increased, and/or expanded.	Centers for Independent Living are promoted as a resource for youth transition services.	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

Specific outreach will be provided to Native American and Hispanic communities. While these populations are not underserved relative to overall demographics, the CILs will continue with current outreach efforts in this regard to ensure that cultural barriers to Independent Living Services are minimized.

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

The geographic areas that will be targeted for specific outreach include Teton, Lincoln, Niobrara and Crook Counties, and the Wind River Indian Reservation.

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

The outreach to individuals from minority group backgrounds will include presentations and other activities given to community organizations and other civic groups and other events where these populations are represented. The information provided will include the nature and purpose of Independent Living, relevant programs that meet specific needs, how individual barriers to independence can be overcome; and how the concepts of self-empowerment and the Independent Living Philosophy can improve individual lives. This will include information in alternative formats as needed, the availability of translators, as well as education on how to apply for services, eligibility and non-discrimination practices.

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		305350		
Title VII Funds Chapter 1, Part C			839167	

Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	8835			6905
Other Federal funds - other				
Non-Federal funds - State funds	2391	33928		37429
Non-Federal funds - Other				
Total	11226	339278	839167	44334

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		305350		
Title VII Funds Chapter 1, Part C			839167	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	8835			6905
Other Federal funds - other				
Non-Federal funds - State funds	2391	33928		37429
Non-Federal funds - Other				
Total	11226	339278	839167	44334

Year 3 - 2019 Approximate funding amounts and uses

Sources	SILC resource plan	IL services	General CIL operations	Other SPIL activities
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Title VII Funds				
Title VII Funds Chapter 1, Part B		305350		
Title VII Funds Chapter 1, Part C			839167	
Title VII Funds Chapter 2, OIB (only those provided by the OIB grantee to further a SPIL objective)				
Other Federal funds - Sec. 101(a)(18) of the Act (Innovation and Expansion)	8835			6905
Other Federal funds - other				
Non-Federal funds - State funds	2391	33928		37429
Non-Federal funds - Other				
Total	11226	339278	839167	44334

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.

Each of the SPIL Objectives have been developed to maximize IL services provided to individuals with a disability across Wyoming. These objectives were developed for the SPIL with significant input from the CILs, existing CIL consumers, prospective consumers and the public. As a result, the SPIL objectives address specific IL service needs. Wyoming's CILs will develop work plans to increase services to IL consumers as identified in the objectives; and Part B and C funds will play an important role in providing the financial wherewithal for the CILs to put that plan into action.

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 full \$305,350 part B funding and its state match of \$33,928 will be provided to the CILs for providing Independent Living services.

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.

NA

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

NA

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.

The SPIL Objectives are consistent with this Act because they incorporate and promote the essential elements of the Independent Living Philosophy, specifically Consumer Control via the SILC and the CILs. The Mission, per this report, is to ensure that people with disabilities are full, equal and active participants in Wyoming. This applies on a cross-disability basis with emphasis on providing Independent Living services to underserved populations. Each goal and objective that has been established to fulfill this mission can only be accomplished by utilizing one or more of the five core services of independent living: Information & Referral, Independent Living Skill Training, Peer Counseling, Individual/Systems Advocacy and Transition. Furthermore, the specific tactics that will be utilized to achieve these objectives will help consumers empower themselves through obtaining appropriate housing, transportation, mobility, recreation, medical care, self-care, assistive technology, quality of life, employment and overcoming any other barrier to living independently that may be identified by individual consumers.

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.

The Wyoming SPIL has been developed through collaboration with the CIL Directors, input from other CIL staff, the DSE and SILC Members, as well as input from the public. The collaboration has occurred by the following means:

1. Regular meetings with the SILC as a whole, as well as meeting with the State Plan Committee of the SILC. The Executive Directors of both of Wyoming's CILs are members of both of these bodies and have provided input.
2. The CILs keep internal data and records that help identify areas that are underserved or have unmet needs; the SPIL's goals and objectives take this information into account.
3. A consumer survey was developed by the CIL directors to help in identifying consumer priorities for services. This survey was distributed to consumers by the CILs, as well as to participants of other agencies and services due to the cooperation and efforts of other SILC members.
4. Several community forums were held around the state to gain qualitative input from the community and consumers. These forums were jointly accomplished by the SILC and CILs.
5. The SILC board as a whole has been educated and updated on all these events and processes.
6. The SILC discussed the new authorities of resource development and advocacy and has chosen not to pursue them.

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.

There are formal and informal cooperation, coordination and working relationships among entities that directly or indirectly provide Independent Living Services in Wyoming.

Both of Wyoming's CILs have formal agreements that effectuate their ability to provide Independent Living services throughout the state.

These include Part C contracts with ACL; Part B Contracts with the DSE - Workforce Services, Division of Vocational Rehabilitation; Mobility Management Contracts with the Wyoming Department of Transportation, and agreements with the Wyoming Department of Health to manage the Self Directed option for the long-term in home care waiver and Project Out programs. Additionally, one of the CILs, WIL, has the statewide contract to provide Chapter 2 OIB services and administers the WYTAP loan program for assistive technology. In addition to their formal duties, the SILC and DSE provide guidance and support to the CILs in these endeavors.

The CILs routinely collaborate with outside parties to help Consumers achieve Independent Living goals. These parties include local transportation providers, senior centers, home health agencies, tribal organizations, assistive technology providers, third party foundations, nursing homes, ADA Centers, groups such as MS Society and American Diabetes Association, local peer support groups, and the various State agencies, including the Department of Health, Department of Aging, Department of Transportation and Department of Workforce Services. The CILs also have working relationships with numerous private vendors statewide that help consumers with accessibility projects and other matters related to increasing independence.

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 staff of each of Wyoming's CILs are educated in, and knowledgeable of, other services in our communities. This is not just limited to avoiding duplication of services with other agencies, but also includes providing comprehensive solutions to overcoming barriers to independence. Independent Living Specialists utilize this knowledge to educate our consumers on these

resources and make referrals as appropriate. Data shows that Wyoming CILs collaborate with over 250 other agencies, service providers, vendors and other resources per quarter. As a practical matter, developing and maintaining these relationships is beneficial to the CILs because many other resources have a narrower focus that can provide resolutions or direct services that are more specific to a consumer's needs; which ultimately help consumers complete their Independent Living goals.

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.

NA

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	No	Yes	Yes
Core Independent Living Services - IL skills training	No	Yes	Yes
Core Independent Living Services - Peer counseling	No	Yes	Yes
Core Independent Living Services - Individual and systems advocacy	No	Yes	Yes
Counseling services, including psychological, psychotherapeutic, and related services	No	No	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	Yes
Rehabilitation technology	No	Yes	Yes
Mobility training	No	Yes	Yes
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	No	Yes	Yes
Surveys, directories and other activities to identify appropriate housing, recreation, accessible transportation and other support services	No	Yes	Yes
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	No	Yes	Yes
Education and training necessary for living in the community and participating in community activities	No	Yes	Yes
Supported living	No	No	No
Transportation, including referral and assistance for such transportation	No	Yes	Yes
Physical rehabilitation	No	No	No
Therapeutic treatment	No	No	No
Provision of needed prostheses and other appliances and devices	No	Yes	Yes
Individual and group social and recreational services	No	Yes	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	Yes	Yes
Services for children with significant disabilities	No	Yes	Yes
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	No	Yes	Yes

Appropriate preventive services to decrease the need of individuals with significant disabilities for similar services in the future	No	Yes	Yes
Community awareness programs to enhance the understanding and integration into society of individuals with disabilities	No	Yes	Yes
Other necessary services not inconsistent with the Act	No	Yes	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 Priorities are increasing to services to underserved populations, as described in Section 3 (Teton, Lincoln, Niobrara, and Crook Counties), and increasing services regarding youth transition services.

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.

NA

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.

The DSE will contract/sub-grant with the two CILs (WIL and WSIL) to provide IL services. The funding will be Part B funds with the required state match. Each Center for Independent Living submits a Statement of Work along with a specific budget outlining exactly how the funds will be spent. A formal agreement is then developed and executed between each respective CIL and the DSE. Each CIL submits a quarterly report to the DSE and SILC describing the Independent Living Activities that they have engaged in for that quarter. Likewise, each CIL submits monthly billing statements to the DSE detailing how they have spent the Part B funds.

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.

The DSE contracts/sub-grants with Wyoming's two Centers for Independent Living to provide specific IL services, and not the general operation of the Center. Wyoming Independent Living (WIL) provides IL services in eastern Wyoming. Wyoming Services for Independent Living (WSIL) provides IL services in western Wyoming. A specific element to these contracts delegates authority for determining eligibility for services to the respective CILs.

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.

Independent Living services are provided in the State of Wyoming by two Centers for Independent Living. The entire state is covered by these agencies: Wyoming Independent Living (WIL) serves the 13 eastern Counties and Wyoming Services for Independent Living serves the 10 western Counties, plus the Wind River Indian Reservation. The executive director of both CILs are SPIL signatories. Wyoming is a large state, approximately 100,000 square miles, with the service area of each agency being approximately half of the area of the state. The Centers for Independent Living each have three staff offices located in population centers, as well as home based offices for other employees, as part of their operations in order to adequately serve consumers in this large area. Both centers serve individuals with a disability located within their respective service area. Services are available on a cross-disability basis to individuals of any age, race, religion, ethnicity, country of origin, gender, sexual orientation or type of disability. The directors of WIL and WSIL signed the SPIL and the signatures will be kept on file. The director of WIL signed on June 2, 2016, and the director of WSIL signed on June 2, 2016.

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).

One of the greatest challenges in operating a CIL in Wyoming is overcoming the distances between communities, as well as reaching consumers who live in remote areas outside of defined communities. The distances are further complicated by geographic barriers such as mountain ranges and canyons; as well as an extended winter season that impedes travel across mountain passes and through canyons. This creates difficulty in establishing a sustained presence in counties that are small in size or remote in location, leading to underserved populations in those locations. In western Wyoming, those locations consist primarily of Teton County, and to a lesser extent, northern Lincoln County. In eastern Wyoming, the primary underserved areas are Niobrara and Crook Counties. If additional funding were to become available, the most productive use of those funds to expand the CIL network would be to add additional staff and/or staff offices strategically located in the underserved areas. This will increase services provided in the short term as well as establish and maintain a long term sustainable presence in the identified areas. Traditionally, Wyoming's Centers for Independent Living have agreed to split any new statewide funding based on the relative overall population of their respective service areas. Currently, eastern Wyoming (WIL) has 63% of the population and western Wyoming (WSIL) has 37% of the population. The CILs agree to continue with such a proportional split for the term

of this SPIL. If a CIL's Part C grant is terminated or relinquished, the unused funding would be subject to a competitive bidding process make available to existing and prospective new Centers according to the ACL bidding process. This bidding process would re-establish a Center in the vacated area.

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.

NA

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.

NA

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.

The Designated State Entity for Wyoming will be the Department of Workforce Services ? Division of Vocational Rehabilitation. The DSE will provide the administrative support services, including receiving, accounting for, and disbursing funds received by the State based on the SPIL; providing administrative support services for Part B, keeping records and affording such access to such records as the Administrator of ACL finds necessary with respect to the programs; and submitting additional information or providing assurances as the Administrator finds to be necessary with respect to the programs. The DSE will provide technical assistance to the SILC regarding their budget. These administrative support services are supported through state general funds outside of the required match.

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

NA

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.

The SILC will receive \$11,226 in each year of the SPIL for their resource plan. They will also receive \$8,774 each year for other SPIL activities. This money is from Section 101(a)(18) funding and its state match. The SILC has chosen not to hire staff. The SILC has also chosen not to pursue resource development.

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 SILC reviews a plan for their budget at the beginning of the fiscal year. They make adjustments as necessary. The SILC reviews its expenditures and obligations at each quarterly meeting.

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

There are no conditions or requirements in the SILC resource plan that would compromise the independence of the SILC.

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

The SILC looks to maximize its budget as it monitors its obligations on a quarterly basis. The SILC will make use of its resource plan funds in the year that funds are available.

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 was established in 1993. The Wyoming Secretary of State states that the SILC is a quasi-governmental agency based on the fact that the governor appoints members to the Council. The SILC is free standing.

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.

The governor appoints members to the SILC. The SILC ensures that the SILC composition and qualifications are met through the SILC reviewing applications and voting on sending them to the Governor. The SILC elects a chair every two years. Term limits are maintained through a member not being re-appointed when they have served two terms. A CIL representative is a member of the SILC when the CIL director is not. SILC vacancies are filled as original appointments.

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 Wyoming SILC has chosen not to hire staff.

- 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.

When the DVR program consultant, who is the liaison to the SILC, is working on assignments with the SILC, DVR does not assign other duties that would create a conflict. If the consultant feels that a conflict is occurring, the consultant will alert the DVR administrator for resolution. If the SILC feels that a conflict is occurring, the SILC chair will alert the DVR administrator for resolution.

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.

Both Centers for Independent Living employ individuals with appropriate professional backgrounds and personal experiences who have the ability to carry out the duties necessary to deliver services to individuals with a disability throughout Wyoming. Both Centers recruit widely from the community and encourage individuals with a disability to apply for open positions. Each individual that is hired by WIL and WSIL goes through training on the History and Philosophy of Independent Living, understanding and utilizing the non-medical model, and the elements of Consumer Control. This training is performed in-house by experienced CIL staff and management. New staff members also participate in outside trainings such as on-line classes and webinars as appropriate. New staff members are also trained in the specific program that they may be working in and how the five core services, consumer control and the IL Philosophy apply to whatever their job duties entail. Additionally, both Centers provide ongoing training, education and support for staff.

- 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.

Wyoming's CILs utilize alternative formats of communication, depending on the needs of each individual consumer to ensure that a full and complete dialogue is accomplished between the CIL and the consumer. Each CIL has TTY available and that number is provided on CIL publications. Consumers are informed that we will be able to provide alternative formats of communication depending on their individual needs and choices, such as Braille, and ASL interpreter, and foreign language interpreters. CIL Staff work with consumers to help resolve communicative barriers as part of Independent Living Plans, by helping the acquire items such as communication boards and iPad speech applications. The Centers help obtain communicative devices from private vendors, statewide assistive technology loan services and CIL loan closets. The Wyoming Relay program, operated through Wyoming Vocation Rehabilitation is an important part of communication equation by engaging in equipment distribution, including: amplified telephones, TTY, signaling devices; as well as training and information and referral. A secondary component is that CIL staff members travel to meet with consumers at a location of their choice, usually the consumer's home. This is important because making the extra effort to

go to a consumer's home allows the consumer to utilize existing in-home physical and communicatory supports, thus enhancing the dialogue.

- 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.

Both Centers for Independent Living Conduct a minimum of two in-services a year, which are designed to provide additional proficiency and expertise to the delivery of Independent Living Services. Likewise, both agencies also send staff to relevant seminars and training opportunities, and participate in on-line trainings, as feasible, to maintain and improve IL proficiencies. Examples of these opportunities include: APRIL National Conference, NCIL National Conference, Regional and National ADA Training, Nursing Home Transition/Diversion Conferences, Assistive Technology Conferences and Training, WYTRANS Conference, Regional Transportation Conferences, among others.

- 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.

Both WIL and WSIL have specific policies that commit the respective agencies to equal employment opportunities and practices for both hiring and promoting regardless of Age, Color, Creed, Gender, National Origin, Race, Religion or Disability. Additionally, both agencies recruit widely for open positions and encourage individuals with a disability to apply. Both Centers make sure that more than 50% of overall staff and more than 50% of those with decision making capacities are individuals with a disability.

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.

Both CILs have internal control policies that are consistent with the NPRM, the OMB Uniform Administrative Guidance, and GAAP. The administrative staffs of the CILs are knowledgeable in these areas, and each employ independent accounting firms for consultation and assistance with specific accounting or book-keeping issues. Both CILs utilize electronic accounting software and are subject to annual financial audits. Both CILs have technical assistance available from grantors and the DSE as needed.

6.3 Recordkeeping, Access and Reporting

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

Both WIL and WSIL keep detailed records of all expenses involved in the provision of IL Services, including but not limited to: case service dollars spent on specific projects related to an Independent Living Plan, salaries of staff that effectuate the IL services, costs associated with travel to see consumers, and general administrative costs associated with carrying out the program. Supporting documentation is kept for all expenses related to program activities and services.

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

Both WIL and WSIL are compliant with the requirement of submitting annual 704 reports to ACL detailing IL Program performance; likewise, the CILs submit quarterly and annual SF-425 financial reports to ACL. Both CILs meet the threshold for mandatory annual federal audits and comply with this requirement.

- 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.

Both WIL and WSIL allow the Administrator and Comptroller General or their authorized representatives to have access to relevant case service and financial records as requested within the scope of their authority and subject to privacy laws.

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.

Both of Wyoming's CILs provide services on a cross disability basis to any individual who self-identifies as having a disability and applies for services seeking to overcome a barrier to independence. The application process is neutral in the sense that it only focuses on the prospective consumer's disability; and does not impose any undue conditions on consumers to prove their worthiness to receive services.

- 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.

Both WIL and WSIL provide Information and Referral services about Independent Living programs, as well as other relevant services, to any individual who is requesting information about disability related services. Often times this is provided to family members and friends of a person with a disability; or interested parties in the community who are trying to gather information for themselves. This process is often a precursor to an individual with a disability seeking directed services from the CILs.

- 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.

WIL and WSIL engage in a full consultation with the consumer and keep records that support the consumer's status of having a significant disability, showing that such a determination has been made and has been duly signed and dated by the appropriate staff member. Any determination of ineligibility is documented in a similar manner. If a consumer is found to be ineligible, the CILs, in accordance with the regulation, provide the consumer of this decision in writing, along with their full rights as to how to file for a review of this determination, as well as the manner for contacting CAP.

- 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.

Both CILs have policies that prohibit discrimination of any type based on age, color, creed, gender, national origin, race, religion or type of disability.

- 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.

These services are available to any person who is currently located in the respective service areas of the two CILs.

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.

Both WIL and WSIL develop Independent Living Plans jointly with each consumer. The ILP reflects the barrier identified by the consumer and their goal for independence. The ILP also shows a step by step plan that has been developed with the Consumer whereby the five core services are utilized to overcome the barrier and accomplish the goal. Prior to the development of the ILP, each consumer is educated on their right to waive the ILP if they choose.

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.

CAP is available to applicants, consumers and former consumers as a way to resolve any questions, concerns or disputes that he or she may have involving one of the CILs. A consumer

is given information on their rights and how to contact CAP at the time of application, development of an ILP, Amendment of an ILP and at the closure of a case. Alternative formats of communicating CAP information are made available upon request depending on the specific request of the individual consumers.

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.

Both WIL and WSIL utilize confidentiality policies that protect a consumer's private and personal information that the agencies may gain knowledge of. The policies prohibit disclosing this information to any outside source or using it for any other purpose than the delivery of requested IL Services. A signed release is obtained from a Consumer giving permission to speak with an outside source about the Consumer prior to any such discourse. These policies are specifically communicated to new employees during orientation, each new employee signs a statement agreeing to abide by it, and is part of each agency's general policy manual. Additionally, each staff member is trained on the elements and requirements of HIPAA. The CILs also have a photo release for consumers for use for outreach.

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
People with disabilities are full, equal and active participants in Wyoming.	The CILs will measure the number of other disability organizations that have been collaborated with and will provide 704 data on overall Independent Living service delivery. The CILs will measure consumer satisfaction through the use of surveys provided to consumers for their feedback.
Underserved populations will have increased access to services.	The CILs will measure the number and type of outreach activities to underserved populations and report that information to the SILC. The CILs will track resource allocation in terms of staff assignments to underserved areas, as well as administrative costs such as mileage, per diem, outreach activities and other administrative costs in providing staff coverage to underserved areas. The CILs will also track the increase in consumers in Teton, Lincoln, Crook, and Niobrara Counties to see if the efforts are working.
Knowledge of disability and community resources are promoted.	The total number and type of outreach activities will be tracked by the CILs each quarter; and the number of instances of Information and Referral as tracked by the 704 data will be reported to the SILC each quarter.
Youth transition services are initiated, increased, and/or expanded.	CILs will measure the number of individuals aged 30 and under receiving services, and the number of outreach events to Schools and groups of individuals aged 30 and under. The CILs will track specific programs developed/maintained to reach this population and the number of participants utilizing these programs.

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

8 State-Imposed Requirements

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

None.