SECURING A FUTURE FOR YOUR CHILD WITH A DISABILITY

A PARENTS’ GUIDE TO ADULT SERVICES IN THE CITY OF ALEXANDRIA AND ARLINGTON AND FAIRFAX COUNTIES

October 2012
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THIS PAGE IS INTENTIONALLY LEFT BLANK SO THE CHARTS THROUGHOUT THE DOCUMENT ARE CORRECTLY FORMATTED FOR EASE OF USE. PLEASE DO NOT ELIMINATE THIS PAGE IN PRINTING.
SECURING A FUTURE FOR YOUR CHILD WITH A DISABILITY: A Parents’ Guide to Adult Services in The City of Alexandria and Arlington and Fairfax Counties

As the parent of a child with a disability, until now you and the school system have shared the responsibility of how your child will spend the majority of his or her time during the day. Most likely your child lives with you, goes to school, and perhaps participates in activities sponsored by the school system or in which other peers participate.

However, once a child becomes a legal adult at age 18, parents and family must take the lead in defining the future of the adult with a disability. This means researching and advocating for services in areas such as work, recreation, and housing. It also means making arrangements for your child’s long-term financial security.

Making decisions for a grown up child with a disability is complicated. This document will help you answer the following questions:

Who’s in charge of key life decisions. Parents want to give their child the greatest degree of independence possible that still guarantees that person’s safety and well-being. The law provides a range of options for safeguarding an adult with a disability, from powers of attorney to guardianship and conservatorship.

Whether your adult child is eligible for government support. Beginning at 18, a disabled adult may qualify for monthly income from the Social Security Administration and for Medicaid. Some persons with a disability may also benefit from various waiver programs under Medicaid.

What kind of jobs and day support programs are available. Planning for jobs starts early before a child gets out of school, with vocational assessments and (ideally) some volunteer job experience. If your child is found eligible for adult services, localities may offer vocational testing, as well as help in finding, training for and getting support on the job.

Which recreational activities are best. Recreational activities are important for keeping people healthy as well as giving them a social outlet. Both local governments and non-profit groups offer recreational and sports programs for adults with a disability.

How he or she will get around. Transportation training for persons with disabilities is available in all three localities. In addition, local transportation companies (including bus, subway, and taxis) in Alexandria, Arlington, and Fairfax offer programs to increase convenience and reduce the cost of transportation.

Where they’ll live. This is likely the biggest unknown parents face—where their child will live. Safety, cost, availability, and convenience are all factors in deciding where a disabled adult child can and wants to live. At present, there are not enough residential placements to meet demand. Priority for public-supported housing is given depending on the level of disability and urgency of need.

Even if your child won’t graduate from the school system until age 22, several steps must be taken by the time he or she reaches age 18. Read through this document and watch for items marked “ASAP” for steps to take right away. Or read through the “Checklist for Parents” for decisions to be made beginning at age 12.

This is not a legal document and does not spell out your or your child’s rights and responsibilities under the law. Every effort has been made to verify the information in the document, but please be aware that items such as program regulations, deadlines, and contact information change. Referrals to organizations and individuals are for informational purposes and do not constitute an endorsement of their services. Please feel free to send any comments or additions to: Stephanie Sampson via email at sampsonstephanie5@gmail.com.

Where to Find the Guide
“Securing a Future...” can be found on Arlington County’s website (under “Related Resources”): http://www.arlingtonva.us/departments/HumanServices/AgingDisability/page76197.aspx
## Securing a Future: A Checklist for Parents

<table>
<thead>
<tr>
<th>Step to Take by Age</th>
<th>Estate/ Legal</th>
<th>Post-HS Education</th>
<th>Job/ Day Support</th>
<th>Leisure</th>
<th>Transport</th>
<th>Housing</th>
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<tbody>
<tr>
<td><strong>ASAP</strong></td>
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<tr>
<td>Create file for key documents: birth certificate, Soc Sec info, medical history, financial and legal documents</td>
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<tr>
<td>Have a will drawn up for parents</td>
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<tr>
<td>Create a Special Needs Trust</td>
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<tr>
<td>Determine if <strong>child</strong> with disability qualifies for Supplementary Security Income</td>
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<tr>
<td>Explore person’s eligibility for Medicaid waivers: <strong>ID, IFDDS, Day Support, EDCD.</strong> Get on wait list(s).</td>
<td>Eligibility &amp; services vary with disability and age. MAY BE LONG WAIT LIST</td>
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<tr>
<td><strong>Ages 12-14</strong></td>
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<tr>
<td>Keep record of child’s aptitudes, vocational &amp; leisure interests</td>
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<td>Discuss child’s needs with local therapeutic recreation dept.</td>
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<td><strong>Age 14-16</strong></td>
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<tr>
<td>Begin including transition goals in IEP, as well as transportation &amp; vocational ones</td>
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<td>x</td>
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<tr>
<td>If using public transit, obtain reduced-fare ID or MetroAccess cards</td>
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<tr>
<td>Explore eligibility for adult services with local school system or CSB; fill out application and release of information forms</td>
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<tr>
<td>Explore Medicaid waiver eligibility: <strong>ID, IFDDS, Day Support, EDCD.</strong> Get on wait list(s).</td>
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<td><strong>Age 16-18</strong></td>
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<tr>
<td>If college-bound, research colleges. Visit campuses; meet w/ disability support services.</td>
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<tr>
<td>Gather information on vocational and day support programs</td>
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<tr>
<td>Determine eligibility for <strong>adult</strong> services thru appropriate local agency</td>
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<tr>
<td><strong>Age 17 (or 12-18 mo. before leaving school)</strong></td>
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<tr>
<td>For college-bound, take required tests; arrange interviews, visits. Meet with disability support services dept. &amp; determine eligibility for on-campus services.</td>
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<tr>
<td>Visit vocational/day support providers</td>
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<tr>
<td>Step to Take by Age</td>
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<td><strong>Fall of senior year</strong></td>
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<td>Apply to post-secondary schools</td>
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<td><strong>No earlier than 17 yrs., 6 months</strong></td>
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<td>Decide on power of atty., guardianship or other option. Contact attorney.</td>
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<td><strong>2 months before 18th birthday</strong></td>
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<tr>
<td>Determine if adult with disability qualifies for SSI</td>
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<tr>
<td><strong>1 month before 18th birthday</strong></td>
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<td>Have attorney prepare final documents for new legal relationship</td>
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<tr>
<td>Apply to post-secondary schools if not staying in public school to age 22</td>
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<td><strong>Age 18-22</strong></td>
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<td>Update will. Inform family about wills, trusts, guardianship, etc.</td>
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<td>Apply for Social Security Disability</td>
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<td>Explore adult recreational &amp; social progs.</td>
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<td>Once accepted for SSI, apply for Medicaid.</td>
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<td>Check that job income doesn’t jeopardize Social Security benefits</td>
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<tr>
<td>If not already done, determine eligibility for Medicaid waivers</td>
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<td>If not yet done, obtain reduced-rate transit farecards/ID</td>
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<td>Investigate housing options; visit residences</td>
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<td>If eligible for publicly funded housing, get on wait list</td>
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<td><strong>Age 20-22</strong></td>
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<td>Before graduating, decide on &amp; choose day support or vocational services, &amp; the non-profit org that might provide the service.</td>
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<td>Collaborate with school and IDDS staff to determine potential use of public transportation or IDDS specialized transportation services.</td>
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Transitioning from School to Work: A Trip through the Process

Multi-Agency Transition Timeline

Fairfax County Public Schools

- Begin Transition Planning
- Determine which transition services are appropriate for you
- Determine if you need long term supports after graduation
- Apply for CSB-ID or Medicaid Waiver programs to get on vocational and residential waitlists
- Know Age of Majority rights
- Apply for SSI benefits
- Apply for Medicaid benefits
- Apply for Metro Access
- Investigate adult vocational services

Fairfax/Falls Church Community Services Board-Intellectual Disabilities (CSB-ID)

- Families should contact the Fairfax Falls Church Community Services Board Entry and Referral (703-383-8500) to obtain eligibility information.
- Apply for SSI benefits
- Apply for Medicaid benefits
- Following CSB application process; eligible individuals will be placed on appropriate wait lists
- CBS-ID will monitor individual’s waitlist status and communicate any changes in service availability as necessary.

Department of Rehabilitative Services (DRS)

- Contact the Employment and Transition Representative (ETR) in your base school to discuss referral to DRS
- Sign release for ETR to make referral. Meet with DRS counselor to open case
- Complete any required assessments through DRS
- Work with DRS counselor to determine vocational goal and write student’s Individual Plan for Employment (IPE)
- Implement services in IPE to secure and maintain employment.

Note: DRS services can be requested at any time. This is just a timeline suggestion.

Note: Families/Individuals are reminded that they are not entitled to post-secondary services

Although this timeline is for Fairfax and Fall Church, Alexandria and Arlington CSBs support similar timelines, and their processes for working with the public schools and with the Virginia Department of Aging and Rehabilitative Services are similar. Residents of Fairfax County should call the Fairfax-Falls Church Community Services Board Entry and Referral (703-383-8500) for assistance with transition. City of Alexandria residents may call the Alexandria CSB Central Intake (703-746-3535). Arlington County residents should call DHS/IDD Services (703-228-1700).
# ESTATE AND BENEFITS PLANNING

**GOAL:** Ensure your adult child will receive federal and state benefits for which he or she may be eligible and will be taken care of in the event of a parent’s death or disability.

## When to Take Action

<table>
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<th>General Financial Planning</th>
<th>What Needs to Be Done</th>
<th>Who Can Help</th>
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<tbody>
<tr>
<td><strong>ASAP</strong></td>
<td>A will is critical to ensuring that your wishes are carried out regarding how and to whom your assets are divided after your death. If you have an heir with a disability, this is doubly important. Find an attorney who understands how to address the unique needs of each of your children and not jeopardize the benefits or services of your heir with a disability and/or the relationship between the siblings and family members.</td>
<td>Contact your family attorney for a will and general estate planning. A separate document called a special needs trust should be created for the child with a disability (see below). Some families also find it useful to see a financial planner.</td>
</tr>
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</table>

| Special Needs Trust       | Create a stand-alone trust document to allow a disabled person to have an unlimited amount of assets held in trust without affecting his/her eligibility for federal benefits programs. | For general information on special needs trusts, see [www.nsnn.com/frequently.htm](http://www.nsnn.com/frequently.htm) or [www.kidsource.com/kidsource/content4/estate.dis.all.3.3.html](http://www.kidsource.com/kidsource/content4/estate.dis.all.3.3.html). See also Appendix. |
| **ASAP**                  |                                                       | There are two pooled special needs trust programs in the region, one with The Arc of Northern Virginia and one with the Commonwealth Community Trust. A pooled special needs trust provides the family and the individual with a disability with an affordable way to save and invest resources to enhance the quality of the person’s life. Most special needs trust programs require a “minimum” to create a trust; the pooled trust option does not have a minimum balance requirement. Find out more at: [www.thearcofnovatrust.org](http://www.thearcofnovatrust.org) or at [www.commonwealthcommunitytrust.com](http://www.commonwealthcommunitytrust.com) |

| Letter of Intent          | This document provides detailed information on your child’s life, as well as your wishes for his or her future. Not legally binding but invaluable to those who may have to take over child’s care. | See Appendix for more information. |
| **ASAP**                  |                                                       |                                                                 |
**ESTATE AND BENEFITS PLANNING**

**GOAL:** Ensure your adult child will receive federal and state benefits for which he or she may be eligible and will be taken care of in the event of a parent’s death or disability.

<table>
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<tr>
<th>When to Take Action</th>
<th>What Needs to Be Done</th>
<th>Who Can Help</th>
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<tbody>
<tr>
<td><strong>Supplementary Security Income (SSI)</strong></td>
<td>Determine if your child (under age 18) might qualify for SSI. The child must meet the Social Security Administration’s strict definition of disability and must have few or no financial assets. Parents’ assets and income are taken into consideration.</td>
<td>You can complete a large part of the application by visiting the website at <a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>. You also need to call toll-free at 1-800-772-1213 and ask for an appointment with a Social Security representative to complete the application either by phone or in person.</td>
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<tr>
<td>ASAP for benefits for child with a disability</td>
<td>Determine a person’s eligibility for SSI as an adult with a disability. The adult with the disability must meet functional disability and income/asset requirements (less than $2,000 of assets in their own name.) Parents’ income and resources are not counted.</td>
<td>Start your application by visiting the website at <a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>. You also need to call toll-free at 1-800-772-1213 and ask for an appointment with a Social Security representative to complete the application either by phone or in person.</td>
</tr>
<tr>
<td>2 months before age 18 for benefits for disabled adult</td>
<td>Apply for SSI, if your adult child meets the disability and income requirements. <em>It is important to call the 800 number two months before your child turns 18 because if your child is found eligible, he or she will receive funds going back to the month following the date your child’s application was started.</em></td>
<td>NOTE: Try to fill out the forms and prepare supporting documentation before meeting with the Social Security representative.</td>
</tr>
<tr>
<td><strong>Age 18</strong></td>
<td>If working, beneficiary MUST report any earnings to Social Security. Keep informed on how to work and still maintain benefits.</td>
<td>NOTE: You may charge your disabled dependent who’s receiving Social Security benefits for rent in the family home, food, medical expenses and clothing. See Social Security regulations for details.</td>
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<tr>
<td>Once receiving Social Security benefits</td>
<td></td>
<td>For help in working and still maintaining public benefits: Marilyn Morrison, Community Work Incentives Coordinator, 571-339-1305 <a href="mailto:mmorrison@vaaccses.org">mmorrison@vaaccses.org</a></td>
</tr>
</tbody>
</table>
### ESTATE AND BENEFITS PLANNING

**GOAL:** Ensure your adult child will receive federal and state benefits for which he or she may be eligible and will be taken care of in the event of a parent’s death or disability.

<table>
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<tr>
<th>When to Take Action</th>
<th>What Needs to Be Done</th>
<th>Who Can Help</th>
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<tbody>
<tr>
<td><strong>Power of Attorney/Guardianship/Conservatorship</strong></td>
<td>Get information about the pros and cons of different types of legal relationships that guide decision making for an adult with a disability. Options range from a representative payee to guardianship and conservatorship.</td>
<td>See explanations of options in Appendix.</td>
</tr>
<tr>
<td>At age 17</td>
<td></td>
<td>The Arc of Northern Virginia is the local resource for the state’s public guardian and conservatorship program. Call 703-532-3214.</td>
</tr>
<tr>
<td>Not before 17 years and 6 months</td>
<td>If you are seriously considering guardianship, contact an attorney experienced in such proceedings.</td>
<td>For information from the Virginia Guardianship Association, visit <a href="http://www.vgavirginia.org">www.vgavirginia.org</a></td>
</tr>
<tr>
<td>1 month before 18th birthday</td>
<td>Have attorney prepare final documents.</td>
<td>See attorneys listed for in the appendix under “Legal Resources” or contact The Arc of Northern Virginia (703-532-3214).</td>
</tr>
</tbody>
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<tr>
<th>Medicaid Health Insurance</th>
<th>Get information about Medicaid eligibility and applications</th>
<th><a href="http://www.dmas.virginia.gov">www.dmas.virginia.gov</a> for general information. However, you must apply through your local Dept. of Human Services; if already receiving SSI, ask for the Medicaid short form.</th>
</tr>
</thead>
</table>
| ASAP                      | It’s easier to apply for Medicaid once eligible for SSI (at 18) because Social Security’s determination of disability is accepted by Medicaid. | **Alexandria:** Dept. of Human Services, 703-746-5700  
**Arlington:** DHS/IDD Services, 703-228-1300  
**Fairfax:** Department of Family Services, 703-324-7500 |

| Private Health Insurance | New healthcare laws require coverage for a dependent child until age 26 unless they are covered by their own employer-provided insurance. For new insurance plans, a disability cannot be considered a pre-existing condition for children under 19. | For help with understanding Medicaid and private insurance issues, contact Virginia Insurance Counseling & Assistance Program 703-324-5851 |
When to Take Action

Medicaid Waiver Programs
ASAP to get on waiting list

What Needs to Be Done

Persons with intellectual and developmental disabilities may also qualify for certain services under the Medicaid Waiver Programs.

Determine your child’s eligibility for waivers with school transition coordinator and local support coordinator.

The State of Virginia funds waiver slots, but funding has generally been inadequate to meet needs statewide.

Each waiver has different rules regarding eligibility criteria, services offered and wait times, so even if your child qualifies it may be unlikely in the near future that he or she will receive services under this program.

Vocational/Day Support Services
ASAP

Begin process of determining your child’s eligibility for adult vocational and day support services from your locality.

Your child MUST have a diagnosis of an intellectual disability and meet level-of-functioning requirements.

You will need to fill out an application form and provide a psychological evaluation of your child. You need to sign a release allowing DHS access to any needed medical/psychological records.

Who Can Help

See The Arc of Northern Virginia’s website www.thearcfnova.org/programs/waivers or “Waiver Programs” in the appendix. Also, for general information, www.dmas.virginia.gov

For the ID Waiver
Alexandria City CSB: 703-746-3400
Arlington DHS/IDD Services: 703-228-1700
Fairfax/Falls Church CSB/IDS: 703-383-8500

For the EDCD Waiver
Alexandria Elderly & Aging Dept: 703-746-5999
Arlington DHS/IDD Services: 703-228-1700
Fairfax Coordinated Services Planning: 703-222-0880

For the IFDDS Waiver (all localities)
Virginia State Dept. of Medical Assistance Services: 1-804-786-1465

Alexandria: Alexandria Community Services Board Intake 703-746-3535
Arlington: DHS/IDD Services: 703-228-1700
Fairfax: Fairfax-Falls Church CSB/IDS Entry & Referral 703-383-8500 http://www.fairfaxcounty.gov/csb
POST-SECONDARY, VOCATIONAL AND DAY SUPPORT SERVICES

**GOAL:** To arrange for appropriate post-secondary, vocational, volunteer and/or day support activities for your child after he or she has left high school.

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<tr>
<th>When to Take Action</th>
<th>What Needs to Be Done</th>
<th>Who Can Help</th>
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<tr>
<td><strong>Vocational Assessment</strong></td>
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<tr>
<td>Ages 12-14</td>
<td>Begin and maintain a record of your child’s interests and strengths, career exploration activities, and skills</td>
<td>Vocational assessments and habilitation services may be coordinated prior to graduation, depending on eligibility and available funds, through your local school system or the Virginia Dept. for Aging &amp; Rehabilitative Services (DARS).</td>
</tr>
<tr>
<td></td>
<td>Determine with teachers ways that school activities could prepare your child for vocational possibilities</td>
<td>Va. DARS assists adults with disabilities to prepare for and engage in gainful employment. Students must meet DARS eligibility criteria. See Appendix for more information on state vocational programs. <a href="http://www.vadrs.org">www.vadrs.org</a> 703-359-1124</td>
</tr>
<tr>
<td>Ages 14-16</td>
<td>IEPs should include transition goals, including vocational ones, at age 14</td>
<td>The transition coordinator at your child’s high school is the best first stop resource for information on post-secondary vocational options.</td>
</tr>
<tr>
<td></td>
<td>If not already done, determine your child’s eligibility for adult vocational or day support services with school transition coordinator and county support coordinator</td>
<td></td>
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</table>
### POST-SECONDARY, VOCATIONAL AND DAY SUPPORT SERVICES

**GOAL:** To arrange for appropriate post-secondary, vocational, volunteer and/or day support activities for your child after he or she has left high school.

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<tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Arlington Transition Coordinators</td>
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<tr>
<td></td>
<td></td>
<td>Joyce C. Kelly, Wakefield: 703-228-6728 <a href="mailto:joyce.kelly@apsva.us">joyce.kelly@apsva.us</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Linda Saiidifar Alternative Programs &amp; Job Development: 703-228-6063 <a href="mailto:linda.saiidifar@apsva.us">linda.saiidifar@apsva.us</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Karen Sherman, Yorktown: 703-228-2545 <a href="mailto:karen.sherman@apsva.us">karen.sherman@apsva.us</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brian Stapleton, Arlington Career Center: 703-228-8691, <a href="mailto:brian.stapleton@apsva.us">brian.stapleton@apsva.us</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thomas Sweet, Washington-Lee 703-228-6265, <a href="mailto:thomas.sweet@apsva.us">thomas.sweet@apsva.us</a></td>
</tr>
</tbody>
</table>

### Fairfax County Career and Transition Services  571-423-4150
Fairfax also has Employment and Transition Representatives at each of its 29 high schools and centers. Go to [http://www.fcps.edu/dss/sei/careertransition/contactsheet.pdf](http://www.fcps.edu/dss/sei/careertransition/contactsheet.pdf)

### Arlington County employment services
DHS/IDD Services, 703-288-1700

### Alexandria City employment services
Alexandria CSB 703-746-3350 or teri.bertschi@drs.virginia.gov

### Fairfax County employment services:
Fairfax-Falls Church CSB, Entry and Referral Services, 703-383-8500
POST-SECONDARY, VOCATIONAL AND DAY SUPPORT SERVICES

GOAL: To arrange for appropriate post-secondary, vocational, volunteer and/or day support activities for your child after he or she has left high school.

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<tr>
<td><strong>Age 16-17</strong></td>
<td>Get information about organizations that provide vocational and day support programs through written materials and job fairs</td>
<td><strong>Vendor Resource Fairs</strong>—localities hold annual fairs for students seeking vocational or day support programs</td>
</tr>
<tr>
<td><strong>Age 17 or 18 months before leaving school</strong></td>
<td>Meet with support coordinator who can help you arrange visits with provider organizations Before graduating, decide on &amp; choose day support or vocational services, &amp; the non-profit org that might provide the service.</td>
<td><strong>Future Quest</strong> (George Mason Univ.) for students seeking a college experience or degree See also the appendix “Day Support and Supported Employment Options”</td>
</tr>
<tr>
<td><strong>Post-secondary Academic Options</strong></td>
<td>If your child is interested in post-secondary education, many programs exist to help students with disabilities take courses and/or get a degree.</td>
<td>To find out more about post-secondary options visit the Heath Center, an online clearinghouse on post-secondary education for individuals with disabilities, at <a href="http://www.heath.gwu.edu">www.heath.gwu.edu</a> For other post-secondary options, see <a href="http://www.thinkcollege.net">www.thinkcollege.net</a></td>
</tr>
<tr>
<td><strong>2 years before leaving high school</strong></td>
<td>Research college programs and make visits with the student; meet with the disability support services office on campus</td>
<td><strong>George Mason University LIFE Program</strong> Program Director: Heidi J. Graff, Ph.D. Program Coordinator: Karen Ingram Phone: (703)993-3905 <a href="http://masonlife.gmu.edu">http://masonlife.gmu.edu</a></td>
</tr>
<tr>
<td><strong>Junior year of high school</strong></td>
<td>Take required tests; arrange interviews and more visits</td>
<td><strong>Strive Program at NVCC</strong> Dr. Jean E. Robinson 301-292-7600 <a href="http://www.striveincld.org">http://www.striveincld.org</a></td>
</tr>
<tr>
<td><strong>Fall of senior year</strong></td>
<td>Apply to post-secondary schools or programs</td>
<td></td>
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</table>

For Alexandria, see [Alexandria Community Services Board, 703-746-3350 or teri.bertsch@drs.virginia.gov](mailto:teri.bertsch@drs.virginia.gov)

For Arlington, see [DHS/IDD Services, 703-228-1700](mailto:)

For Fairfax, see [Fairfax-Falls Church CSB/ID Entry & Referral, 703-383-8500](mailto:703-383-8500)
RECREATION
GOAL: To enable your child to participate in recreational and leisure activities.

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<tr>
<td>By age 12</td>
<td>Begin and maintain a record of your child’s interests and strengths.</td>
<td><strong>Alexandria:</strong>&lt;br&gt;Alexandria Recreation, Parks &amp; Cultural Activities, Therapeutic Recreation&lt;br&gt;Jackie Person, TR Supervisor&lt;br&gt;<a href="mailto:Jackie.Person@alexandriava.gov">Jackie.Person@alexandriava.gov</a>&lt;br&gt;703-746-5422&lt;br&gt;<a href="http://alexandriava.gov/recreation">http://alexandriava.gov/recreation</a></td>
</tr>
<tr>
<td>Beginning at 12 and repeated as needed throughout lifetime of child</td>
<td>Fill out any required accommodation forms. These would be updated each year and continue on into adulthood. While child is in school, determine with school or therapeutic recreational personnel if your child needs an assessment Determine appropriate programs/activities to meet your child’s interests and needs.</td>
<td><strong>Arlington</strong>&lt;br&gt;Department of Parks and Recreation&lt;br&gt;Therapeutic Recreation Office&lt;br&gt;Becky Suttell, Unit Manager&lt;br&gt;<a href="mailto:bsuttell@arlingtonva.us">bsuttell@arlingtonva.us</a> 703-228-4741&lt;br&gt;<a href="http://www.arlingtonva.us/dpr">http://www.arlingtonva.us/dpr</a></td>
</tr>
<tr>
<td>18+</td>
<td>If new to a TR program, consider an intake interview. Ask if a leisure assessment can be done.</td>
<td><strong>Fairfax:</strong>&lt;br&gt;Fairfax Neighborhood &amp; Community Services, 703-324-5532 or <a href="http://www.fairfaxcounty.gov/ncs/trs">www.fairfaxcounty.gov/ncs/trs</a>&lt;br&gt;See also FCPS Parent Resource Center&lt;br&gt;<a href="http://www.fcps.edu/cco/prc/AdaptedSportsandRecreation.htm">http://www.fcps.edu/cco/prc/AdaptedSportsandRecreation.htm</a></td>
</tr>
<tr>
<td>When ready to take a class</td>
<td>Call the Therapeutic Recreation office and register; request an accommodation if needed. Your locality may also be able to make accommodations in general recreation (non-TR) classes or camps. Be sure to request accommodations in advance.</td>
<td>See phone numbers and websites above. Both public and private organizations run sports, social, and therapeutic programs for individuals with disabilities. See list in Appendix. Many private organizations have their own intake and assessment processes. Be sure to ask if a free evaluation or intake is available. When requesting accommodations for programs, ask which accommodations they are willing and/or able to make.</td>
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**TRANSPORTATION**

**GOAL:** To enable as much independence as possible in getting to/from activities by teaching transportation skills and taking advantage of lower-cost transportation options

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<tbody>
<tr>
<td>Beginning at age 12</td>
<td>Consider child's readiness to learn travel skills and what skills need to be taught</td>
<td>See DMV web site at <a href="http://dmv.state.va.us/webdoc/citizen/legal_presqa.asp">http://dmv.state.va.us/webdoc/citizen/legal_presqa.asp</a>, or call the agency's toll-free telephone number at 1-866-DMV-LINE</td>
</tr>
<tr>
<td>Once child/adult is traveling away from home</td>
<td>Obtain a non-driver identification card from the Virginia Dept of Motor Vehicles. These cards have no age restriction and are available for anyone who does not hold a learner's permit or driver's license.</td>
<td>Travel training is provided free of charge by the ENDependence Center of Northern Virginia. 703-525-3268</td>
</tr>
<tr>
<td>Age 12 - graduation</td>
<td>Include travel skills goals as part of IEP and as part of the Transition Plan</td>
<td>Contact the Transition Coordinator for your child’s school and/or Special Education support coordinator at school in advance of the IEP meeting</td>
</tr>
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To ensure reduced transit fares, obtain a Metro Disability ID card from Washington Metropolitan Transportation Authority. The card enables eligible persons with a disability to obtain reduced rates on Washington-area bus, subway and rail.

To download an application for the ID card, see: [http://www wmata com/accessibility/doc/Reduced_Fare_Application.pdf](http://www.wmata.com/accessibility/doc/Reduced_Fare_Application.pdf). Applications are also available at Commuter Stores in Arlington.

Find out more about accessible transportation options in Virginia, see: [www.commuterpage.com/paratran.htm](http://www.commuterpage.com/paratran.htm). Investigate MetroAccess options.

See Appendix for a list of places to obtain applications for the Metro Disability ID card and to purchase SmarTrip cards.
## LIVING ARRANGEMENTS

**GOAL:** To have your child live in the community when the time is right for him or her to leave the family home.

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<th>Who Can Help</th>
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</thead>
<tbody>
<tr>
<td>ASAP</td>
<td>Get on waiting lists for housing as early as possible.</td>
<td><em>Alexandria:</em> Alexandria Community Services Board 703-746-3350</td>
</tr>
<tr>
<td>In child’s teenage years</td>
<td>Planning for housing is very challenging for a variety of emotional and financial reasons. Begin the planning process in early adulthood, even if you want your child to live with you for the foreseeable future. It is much better for housing decisions to be made thoughtfully and methodically over a period of years than in a crisis situation.</td>
<td><em>Arlington:</em> DHS/IDD Services, 703-228-1700</td>
</tr>
<tr>
<td>At age 18</td>
<td>With support coordinator, learn the distinctions among options. Visit potential residences.</td>
<td><em>Fairfax:</em> Fairfax-Falls Church CSB/ID Services, 703-324-4400</td>
</tr>
</tbody>
</table>

By 18, be sure to have applied for Medicaid, determined guardianship, set a special needs trust, and be assigned a support coordinator as recommended in this guide. If not already done, get on housing wait lists.

A person’s housing options depend on the level of functioning and what support programs (such as SSI, Medicaid waivers) the child qualifies for.

Placements are based on urgency of need rather than length of time on a waiting list. If a family’s need is less critical than that of others who’ve applied, the process may take several years.

See appendix for types of housing options available.

A list of contracted residential providers is in the Appendix.
Gathering information for and keeping key documents on hand will make it easier to carry out the advocacy and caregiving tasks you will face throughout the lifetime of your child with a disability. For example, when applying for SSDI, you must demonstrate that your child has a qualifying disability. If you are a Representative Payee, you must file annual reports on how benefits were spent. You may have to prove guardianship to doctors, pharmacies, health insurance companies, banks, and social service agencies.

The first step is to establish a filing system that works for you. Then copy or scan important documents for easy access and keep originals in a safe place. Be sure family members and your attorney know where these documents are.

**Letter of Intent**

One of the most important documents to have in your child’s file is a Letter of Intent. In it, you have an opportunity to describe your child’s current life and to express your values, wishes and vision for his or her future. Although not legally binding, a Letter of Intent is invaluable to those who will take over the care of your child. What goes into the document will vary with the individual but would probably include:

---Your vision of your child’s future: what goals you have for your child’s life, where they would live and with whom, what activities they should maintain (such as going to church or taking vacations).

---Your child’s vision of his or her future. Whenever possible, include your child’s ideas and desires in the document. Maybe he or she has a favorite family member who should be a strong presence in their life after the death of the primary caregiver(s) or has definite notions of the kind of work they would like to do.

---Description of personal qualities. Future caregivers would benefit from knowing the unique aspects of your child: overall personality and mood, talents and strengths, degree of independence, medical or behavioral challenges, and sense of humor.

---Specifics on the individual’s daily life: school or work schedules; weekend activities, including religious education or attendance; bedtime routines; food and clothing preferences and sensitivities; preferred toy, games, and exercise routines; and typical outings, for example.

---Medical history: This section can be brief—diagnosis, current treatment & medication regimes—but then should state where to find more detailed medical records and refer to contact list (see below).

---Living expenses. It may be helpful to include annual costs of items such as food and rent, medical visits and equipment, health insurance, recreational activities and vacations, etc., to give future caregivers an idea of how the individual’s trust and benefit monies might have to be spent.

---Contact information: siblings and other relatives, friends, doctors and therapists, preferred pharmacy, school or employer information, lawyers, trustees and backup guardians, insurance agents, banker and financial planners, etc.


**Documents to Keep on File**

In addition to a Letter of Intent, create and/or collect and keep on file:

---Basic identification documents: Birth certificate (often need the original), Social Security card, driver or non-driver’s license, passport, Medicaid card, health insurance card.

---Bank information, including any accounts opened for the benefit of your child, Rep Payee accounts, numbers of any debit or credit cards your child is allowed to use and associated PIN numbers.

---Legal documents such as wills, special needs trusts, guardianship orders, power of attorney or conservatorship papers. Names of backup guardians and trustees can be kept here as well as named in the Letter of Intent.

---Medical history, including diagnosis, evaluations, past and current treatments and therapies (including providers’ contact information, dates of treatment, and facility where treated), and prescription records.

---Financial records, including any evidence relating to assets or resources of the disabled person, tax returns, pay stubs or other evidence of income, and payments for medical services and equipment.
APPENDIX 2:
SUPPLEMENTARY SECURITY INCOME

You may begin the application process for SSI two months before your child turns 18. The steps for applying are:

Call Social Security. Call 1-800-772-1213. It is best to call the 800 number rather than the local office as field offices are under staffed and the hold times can be very long. You will be greeted by an automated answering attendant, who will prompt you to state why you are calling; say “Apply for SSI.”

The auto attendant will ask for you to say or key in your child’s Social Security number. You will then be directed to a representative. If your child does not have a Social Security number, you can enter yours. Your child will be assigned a Social Security number if they are found eligible for benefits. If your child does not have a Social Security number, you will need to provide proof of age, such as birth certificate, when you apply for benefits. In addition to your child’s Social Security number the representative will ask for your child’s address and phone number.

Set up a screening interview. The representative will set up a screening, which starts the application process, at your local Social Security office.

Begin/complete your child’s application. After the initial call to the 800 number, you need to complete an application. As much as possible, complete the application online prior to your appointment at the local office. The application asks for names, addresses and telephone numbers of doctors and therapists who have treated your child and information on any hospitalizations. More descriptive medical records—such as a letter explaining a diagnosis or evaluations by therapists or schools—can be brought to the intake meeting (make copies!).

If you do not have access to a computer, you can request an application be mailed to you when you call the 800 number to start the process.

You may also complete the application at the appointment at the local SSI office, although this means taking all your medical records with you and considerably more time with the interviewer.

http://www.ssa.gov/ssi/index.htm

Alexandria Local Office
PLAZA 500, Suite 190
6295 Edsall Road
Alexandria, VA 22312
1-800-772-1213

Arlington Local Office
401 Wilson Blvd. Suite 200
Arlington, VA 22209
703-235-1188

Fairfax Local Office
11212 Waples Mill Rd
Fairfax, VA 22030-7401
800-772-1213

All three offices open 9:00-3:30 p.m. Mon-Fri

Go to screening interview. Once you get your appointment and have filled out the application (or as much as you can), bring to the intake interview any and all information to prove your child’s age, citizenship, disability, and lack of assets/resources:
--Child’s original birth certificate (or other proof of age and citizenship) and Social Security card
--Documentation to verify your address
--Copy of Special Needs Trust, guardianship or conservator order
--Child’s Individual Education Plan
--Income slips if your child has income
--Information on any assets your child owns like a savings account, investments, title to a car or life insurance. These cannot total more than $2,000.
--If you have not completed the application online, bring the required medical records and contact information to the screening.
--Checkbook or other papers that show a bank account number to have benefits deposited directly to a Rep Payee account.

Be aware that SSI is intended to cover living expenses like rent, food, and utilities. For example, it is permissible to charge your adult child rent if he or she lives in the family home. It is difficult to get the maximum benefit without doing so.

Set up Representative Payee account. Once your child receives benefits, you will need to set up a Representative Payee account; be sure to title the account correctly (SSA has suggested wording). Automatic deposit of benefits is available.
Having adequate health insurance is an important element in securing your child’s financial as well as physical health. Steps you can take now include:

--Checking with your employer about improvements in coverage for a child or adult child with a disability;
--Applying for Supplemental Security Income payments for your child with a disability. If your child qualifies for this program, it is much easier to get him or her Medicaid coverage.
--Exploring options and costs of health insurance for your child once you are no longer working and/or your child ages out of your employer plan at age 26.

**Private Employer Health Plans**
The Affordable Care Act of 2010 extended healthcare coverage for families and individuals and provided important protections for individuals with disabilities.

For example, starting in September 2010, children can remain under your employer-sponsored policy until age 26 if your policy allows for dependent coverage. The only exception is if you have an existing job-based plan, and your children can get their own job-based coverage.

Also, job-based and new individual plans won’t be allowed to deny or exclude coverage to any child under age 19 based on a pre-existing condition, including a disability. Starting in 2014, these same plans won’t be able to exclude anyone from coverage or charge a higher premium for a pre-existing condition including a disability.

**Medicaid**
Medicaid is a federal health insurance program available to low-income persons, the elderly and people with a disability. One way to get Medicaid is to qualify for Supplemental Security Income (SSI). If you meet the requirements for SSI, you will meet those for Medicaid.

However, starting in 2014, the Affordable Care Act will expand the Medicaid program to cover people under age 65, including people with disabilities, with income of about $15,000 for a single individual in 2010 (higher incomes for couples/families with children).

This expansion helps low-income adults who have disabilities but don’t meet the disability requirements of the SSI program. The expansion also helps those whose income is above their state’s current eligibility levels.

You can have private health insurance and still be covered by Medicaid or FAMIS Plus (excluding Plan First). *If you have other insurance, the other insurance plan pays for medical services first.* Having other health insurance does not change the Medicaid co-payment amount, if one is required, that you will pay to providers as a Medicaid enrollee.

**Health Insurance Premium Payment Program**
If your child has Medicaid, the Health Insurance Premium Payment (HIPP) can help pay all or part of your health insurance premiums.

Your health insurance plan may cover services that are not covered by Medicaid. HIPP allows you to have health insurance you might not otherwise be able to afford. HIPP evaluates the services covered under your health insurance plan and compares the average Medicaid cost for your Medicaid eligible family member to the cost of your health insurance premium.


**Information Resources**
For more information on changes to private healthcare under the Affordable Care Act, see [www.healthcare.gov](http://www.healthcare.gov).

For help with understanding Medicaid and private insurance issues, contact Virginia Insurance Counseling & Assistance Program, 703-324-5851.

APPENDIX 4: 
MEDICAID WAIVERS

This information is adapted from the The Arc of Northern Virginia’s website. For more information, http://www.dmas.virginia.gov/Content_atchs/ltc/ltc_md_waiver.pdf

Eligibility Criteria
There are three criteria an individual must meet in order to be eligible:

(1) **Functioning**: This will be determined upon intake and screening.

(2) **Diagnostic**: Persons applying for waivers must meet the diagnostic requirements in the law.

--- **ID Waiver**: A diagnosis of intellectual disability (and IQ below 70) or be under age 6 and at developmental risk.

--- **Individual & Family Developmental Disabilities Support (IFDDS) Waiver**: Developmental disability or related condition; apply at age 5yrs. 9mos.

--- **Elderly or Disabled Consumer Directed (EDCD) Waiver**: medical needs

--- **Day Support Waiver**: Diagnosis of intellectual disability; apply at 18 yrs. When a day support waiver opens up, it goes to the person on the ID waiting list who has been waiting the longest.

--- **Technology Waiver**: Individuals who require ongoing skilled nursing care.

(3) **Financial**: If functioning and diagnostic criteria are met, then none of the parent's income will be considered when determining the child's financial eligibility.

Wait List Eligibility
You **CANNOT** be on the ID Waiver waiting list AND the IFDDS Waiver waiting list. You **CAN** be on either the ID or the IFDDS Waiver waiting list AND receive services from the EDCD and the Technology Waivers. Day Support Waiver slots go only to people on the waiting list for the ID Waiver, not to people on the IFDDS Waiver waiting list.

Apply Now!
You should consider applying for the waivers as soon as possible, as waiting lists are very long. You may apply even if you have a young child. Waiver slots are not allocated automatically to students leaving the school system at 22.

Services Covered Under Waivers
**Both the ID and the IFDDS Waivers** cover case management, day support, supported employment, personal or attendant care, respite care, in-home residential support, adult companion care, assistive technology, environmental modifications, therapeutic consultations, and Personal Emergency Response System (PERS).

The **ID Waiver** also covers congregate residential care (group homes) and clustered supervised apartments.

Services covered under the **EDCD Waiver** are: personal care aide services, adult day health care, respite care, Personal Emergency Response System (PERS), medication monitoring, and consumer-directed services.

The **Day Support Waiver** covers day support services, pre-vocational services, and supportive employment services.

Services covered under the **Technology Waiver** are: personal care (adults only), private duty nursing, respite care, environmental modifications, and assistive technology.

Where to Apply
**For the ID Waiver**
Alexandria City CSB: 703-746-3400
Arlington DHS/IDD Services: 703-228-1700
Fairfax/Falls Church CSB/IDS: 703-383-8500

**For the EDCD Waiver**
Alexandria Elderly & Aging Dept: 703-746-5999
Arlington DHS/IDD Services: 703-228-1700
Fairfax Coordinated Services Planning: 703-222-0880

**For the IFDDS Waiver (all localities)**

Community Services Boards work through a number of service coordinators to provide IFDDS waiver services. Two such service providers in Northern Virginia are:

**The Arc of Northern Virginia** for case management: www.thearcofnova.org/programs/waivers or Director of Services, 703-532-3214

**The Endependence Center** for facilitator services for the EDCD Waiver and IFDDS case management services. Contact Hannah Manila (703-525-3268, Ext. 8010) or Layo Osiyemii (703-525-3268, Ex. 8005). http://www.ecnv.org
APPENDIX 5: GUARDIANS AND CONSERVATORS

Guardians and conservators are appointed by a local court to protect an incapacitated person— that is, someone who cannot receive or evaluate information effectively to meet his or her health, care and safety needs, or to manage property or financial affairs.

A guardian and/or conservator is often appointed for a person with a disability. However, only a Circuit Court judge can decide that a person is incapacitated and appoint a guardian and/or a conservator to act for the person. The appointment of a guardian or conservator is not a routine matter, and it is appropriate to take it very seriously, as the the legal system does.

In essence, guardianship makes someone (like parents) responsible for making financial, medical, social, and legal decisions on behalf of a person who cannot make those decisions completely by themselves. In Virginia, a guardianship can be structured to fit the individual, with some rights taken away and others retained. An experienced attorney can assist you in crafting a guardianship that fits the individual and allows you to remain as a strong advocate for the individual with special needs.

A conservator’s decision making responsibility is focused on managing a person’s financial and property affairs. A conservator’s authority, like that of a guardian, may also be limited depending on the situation of the incapacitated person.

The court may appoint only a guardian, only a conservator, or both. For most young adults with a disability, only a guardian is necessary. The extent of the guardian’s or conservator’s authority will be set forth in the judge’s order and in the Virginia Code.

Typically, the young adult has less than $2,000 in assets; the only income is from SSI or earnings that typically can be managed by a representative payee or by the individual with some assistance.

Considering Guardianship

In a guardianship, the law strikes a balance between preserving the rights and personal autonomy of an adult and the duty of the State of Virginia to protect individuals who lack sufficient capacity to make decisions regarding themselves or their property.

Families should consider less restrictive alternatives before petitioning for guardianship if they believe the individual may not fit the criterion of “incapacitated” (see below). Parents considering guardianship should keep in mind that:

--Your child will not be labeled “incompetent.” Virginia has eliminated that term from the law. Now a person is found to be “incapacitated” to the extent that they cannot make certain decisions.

--Overall, it is important to realize that guardianship is a very flexible system in Virginia. Guardianships can be tailored to the needs of your child, allowing parents to remain in a strong advocacy position.

--As part of that flexibility, guardianship need not take away all or even most of the individual’s rights. It is very common, for example, to reserve the right to vote, the right to hold a drivers license, or other rights.

--Even under guardianship, your adult child can still participate in decision-making about his or her life to the extent of their capabilities. The guardianship order will typically say that the individual with a disability will be consulted and his/her wishes taken into account to the extent appropriate under the individual’s abilities.

--Your child remains eligible for government benefits. There is no loss of government benefits because someone has a guardian. The guardian’s income and assets are not counted when computing benefits for the individual with a disability who is over age 18.

--Guardianship does not make you financially responsible for the person under guardianship. For example, parents who are guardians do not have to provide food and shelter for their child but would be responsible for making the decisions about where their child would live and the kind of care he or she would receive.

--As a guardian, you are not responsible for the financial, civil or criminal liabilities of your child. If an individual under guardianship hurts someone or something, the guardian is not liable. If they were, few people would be willing to serve as a guardian!

1Thanks to Kelly Thompson, Esq., for her work on this section and her insights on issues parents face in deciding on guardianship.
Parents are frequently appointed as guardians, but other family members, an attorney, a friend, or a public guardian may also serve in this capacity.

**Obtaining Guardianship**

To obtain guardianship, parents need to file a petition with the Circuit Court of the county in which the individual lives. Typically parents are appointed as co-guardians, which allows either to act independently. You must provide a medical or psychological evaluation of your loved one that supports the need for guardianship. You may ask the court to appoint “standby” guardians who would serve when you no longer can.

When the petition is filed, the court appoints a guardian ad litem (GAL). The GAL is an attorney in private practice appointed from an approved list. The GAL’s primary job is to ensure that the rights of the individual with the disability are protected. The GAL will therefore meet the individual, serve him or her with the court paperwork, and explain their rights. The GAL will also make a report to the Court giving an opinion as to whether the appointment of a guardian is necessary and who should be appointed.

After the GAL has filed a report, then a hearing is held at the Court. Typically the persons being appointed as guardians must attend the hearing, and after the hearing will go to the Clerk of the Court’s office to complete all necessary paperwork. The individual for whom the guardian is being appointed may choose to attend the hearing or not.

As a guardian, you are required to submit a report every year to the local department of social services. The court will provide you a form for the report.

**Weighing Alternatives**

The appointment of a guardian or a conservator should be considered only as a last resort. Again, petitioners for guardianship must provide evidence, and a judge must determine, that an individual is “incapacitated” in terms of making certain decisions.

However, if the person is not considered “incapacitated” but still needs help, the individual and his or her family may choose among several other options. These alternatives range from having a caregiver (who has no legal authority to make medical or financial decisions) to giving a trusted person a durable power-of-attorney (may make all medical, legal and financial decisions).

For example, an individual needing some assistance may be able to sign a Power of Attorney or Advance Medical Directive, appointing you or another family member as their agent for decision making.

It’s important to remember that the individual must be capable of understanding what they are doing when they execute a Power of Attorney or Medical Directive. A Power of Attorney or Medical Directive does not allow you as the agent to override the decision of the individual with the disability. So if the individual enters into a contract he or she did not understand, the agent under a Power of Attorney cannot void that contract. If the individual is in the emergency room yelling that they do not want a shot or test, the agent under the Medical Directive cannot override that decision.

The table on the next page summarizes the decision-making responsibilities of different options.
## Determining a Decision-Making Role

<table>
<thead>
<tr>
<th>Type</th>
<th>Decision-making Responsibilities</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full guardianship</td>
<td>All financial, legal, personal care, and social decisions</td>
<td>Individual must be incapacitated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guardian must file an annual report</td>
</tr>
<tr>
<td>Limited guardianship</td>
<td>Decisions on specific issues (e.g., just health care), as determined by the judge</td>
<td>Individual must be incapacitated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guardian must file an annual report</td>
</tr>
<tr>
<td>Standby guardian</td>
<td>Person designated in guardianship order to become guardian when current guardian dies</td>
<td>Does not assume any duties until death of primary guardian</td>
</tr>
<tr>
<td>Full conservatorship</td>
<td>All financial decisions, including paying bills, investing money, and selling property. Conservator must post a surety bond.</td>
<td>Individual must be incapacitated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conservator must file annual report on all financial transactions</td>
</tr>
<tr>
<td>Limited conservatorship</td>
<td>Decisions on specific financial matters, such as paying bills or filling out tax returns, as specified by the judge. Conservator must post surety bond.</td>
<td>Individual must be incapacitated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conservator must file report on income and expenses</td>
</tr>
<tr>
<td>Representative payee</td>
<td>Receives another person’s government benefits on behalf of that person; responsible for using benefit to pay beneficiary’s living expenses</td>
<td>Rep Payee must report annually to relevant agency (e.g., Social Security Administration)</td>
</tr>
<tr>
<td>Advance medical directive</td>
<td>Person with disability provides instructions about his or wishes for health care treatment and designates an agent to make health care decisions when he or she cannot.</td>
<td>Agent’s powers are defined in the document</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agent cannot override decisions</td>
</tr>
<tr>
<td>Durable power of attorney</td>
<td>Written authority giving a parent or another person (agent) power to make decisions on behalf of the individual with a disability (the principal). Agent may act even if principal becomes incapacitated.</td>
<td>Agent cannot override decisions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Power ends if principal revokes it or dies.</td>
</tr>
<tr>
<td>Emergency order for adult protective services</td>
<td>Short-term guardianship (15 days) to handle an emergency or correct conditions causing an emergency</td>
<td>Local department of social services must apply to Circuit Court for temporary guardianship order</td>
</tr>
<tr>
<td>Caregiver</td>
<td>Individual providing care, paid or unpaid, to someone who cannot care for him or herself. No power to make medical, legal or financial decisions.</td>
<td></td>
</tr>
</tbody>
</table>
SPECIAL NEEDS TRUSTS

Special needs trusts (sometimes called supplemental benefits trusts) allow families to provide for the future financial stability of their loved one with a disability.

Individuals receiving Supplemental Security Income (SSI) and Medicaid are prohibited from having more than $2,000 in assets. Receiving any money or assets beyond the $2,000--through an inheritance or a gift, for example--would disqualify the person from receiving these benefits.

However, the law allows families to set up a trust that can act as a repository for an inheritance, stocks, property, insurance settlements or other assets without a loss of public benefits.

While many legal matters can be undertaken with a lawyer with general background, special needs trusts are complicated enough to require the services of a specialized practitioner.

Types of Special Needs Trusts

Anyone may establish a special needs trust, but there are two general categories of such trusts: third-party trusts and self-settled.

Third-party special needs trusts are often established by parents for their children with an intellectual disability. The person establishing the trust, called the settlor (or grantor or, sometimes, trustor) chooses to make some of his or her own assets available for the benefit of the disabled beneficiary.

However, if a public benefits recipient already has assets--such as a settlement in a personal injury lawsuit--it may be possible and advisable to place assets into a special needs trust to regain or continue eligibility for government benefits. Self-settled special needs trusts are much more complicated than their third-party equivalents. Most self-settled special needs trusts will have to include a provision repaying state Medicaid agencies for any benefits, payable at the death of the beneficiary. Such a provision is often called a "pay-back" provision.

Setting Up a Trust

Special needs trust can, and should be, set up as early as possible as part of parents’ overall estate planning. Special needs trusts can be funded while the parents are still alive.

Special needs trusts may be set up using an attorney in private practice (see Appendix on Legal Resources) or through the auspices of two pooled trusts in Virginia (www.thearcofnovatrust.org or www.commonwealthcommunitytrust.org).

For either option, you will have to pay fees to set up the trust and, possibly, to manage the funds. The pooled trusts do not require a minimum deposit.

Uses of Trust Funds

Funds from the trust are usually not distributed directly to the disabled beneficiary. Instead, they must be disbursed to third parties who provide goods and services for use and enjoyment by the disabled beneficiary. Trust funds can be used for a variety of life-enhancing expenditures without compromising your loved ones' eligibility for federal benefits:

- Supplemental education and tutoring
- Out-of-pocket medical & dental costs
- Transportation (including purchase of a vehicle)
- Maintenance of vehicles
- Materials for a hobby or recreational activity
- Trips or vacations
- Entertainment such as movies, shows, or ballgames
- Computers, videos, furniture, or electronics.
- Athletic training or competitions
- Special dietary needs
- Personal care attendant or escort
- Housing costs (although this may reduce SSI benefits).
APPENDIX 7: SCHOOL-BASED TRANSITION SERVICES

Transition Coordinators - City of Alexandria
Timothy Brown, Special Projects Coordinator
Office of Special Education Services
703-824-6650
timothy.brown@acps.k12.va.us

Martha Conner, Employment Support Specialist, 703-824-6800, ext. 6192
mconner@acps.k12.va.us

Angela Brown, Employment Support Specialist
703-824-6800, ext. 6254
angela.brown@acps.k12.va.us

Ameeta Shah, Employment Specialist, Project SEARCH, 703-824-6800, ext. 6650
ameeta.shah@acps.k12.va.us

For more information on transition services available in Alexandria City Public Schools, please visit http://www.acps.k12.va.us/curriculum/special-education/transition/

Transition Coordinators - Arlington County
Joyce C. Kelly, Wakefield H.S. and Gunston & Jefferson M.S., 703-228-6728
joyce.kelly@apsva.us

Karen Sherman, Yorktown H.S. and Swanson & Williamsburg M.S., 703-228-2545
karen.sherman@apsva.us

Thomas Sweet, Washington-Lee H.S. and Kenmore M.S., 703-228-6265, thomas.sweet@apsva.us

Linda Saiidifar, H.B. Woodlawn H.S. and M.S., Alternative Programs & Job Development, 703-228-6063, linda.saiidifar@apsva.us

Brian Stapleton, Career Center
703-228-8691, brian.stapleton@apsva.us

Transition Coordinators - Fairfax County
Career & Transition Services, 571-423-4150

Fairfax also has Employment and Transition Representatives at each of its 29 high schools and centers. Go to http://www.fcps.edu/dss/sei/careertransition/contactsheet.pdf

Transition Services
Localities vary in the services they offer to transitioning students. Ask if your school system offers any of the following:

Functional life skills programs to provide various skill development activities to increase career/technical integration, social competence, community integration, personal growth, health and fitness, domestic living, and functional academic skills.

Job coaching services for students who display job-readiness skills for independent employment, but who will need specialized, short-term support and training.

School-based career assessments to provide simple career interests and aptitude reviews to assist students in selecting fields of exploration or training.

Individualized career assessments, which may include individualized set of interest inventories, standardized tests and exploration activities designed to build a comprehensive picture of a student's interests, aptitudes, employability behaviors and career decision-making skills.

The State of Virginia also offers programs to help transitioning students:

The PERT Program (Post-Secondary Education/Rehabilitation and Transition) at Woodrow Wilson Rehabilitation Center, Fishersville, VA provides high school students with disabilities age 16 and older, with a full scale IQ of 60 or evidence of good adaptive skills and 2.5 years from graduation or secondary school completion with a 5-10 day comprehensive assessment of vocational, independent living and recreational skills. PERT staff make recommendations for short and long-term goals for students to maximize their independence potential.
Department of Aging and Rehabilitative Services
Employment Evaluations provides employment assessment opportunities to eligible students getting ready to graduate from high school and enter employment. This program is focused primarily on those students who could work independently.

Arlington parents can also inquire about their student’s eligibility for:

The Experience Based Career Education Program (EBCE) provides students with a combination of academic preparation (non SOL courses) and unpaid career explorations at work sites in the community. EBCE is open to students with an IEP, ages 18 to 22, who can function independently in an internship at community work sites, and who are able to take public transportation independently after minimal training.

Supported Work and Transition Program (SWAT) is open to students ages 18-22 who are in need of support to explore career options through the development of job readiness skills. They also are offered the opportunity to learn to use public transportation with support. SWAT offers students a combination of functional, community-based academic skills and unpaid career exploration experiences in the community.
### HIGH SCHOOL vs. COLLEGE
**Individuals with Disabilities Education Improvement Act**
**And the Americans with Disabilities Act**

<table>
<thead>
<tr>
<th>High School (IDEIA)</th>
<th>College (ADA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>An IEP drives all accommodations and services, involves the teachers and counselors, and always requires a parent’s signature for students under age 18.</td>
<td>There is no educational plan, and instructors are not contacted except by the student. Parents often may not receive a student’s grades without written permission from the student.</td>
</tr>
<tr>
<td>A student qualifies for public education because he/she is the appropriate age and has a disability.</td>
<td><em>Otherwise qualified</em> means that a student must meet all entrance and academic requirements, whether or not they receive accommodations.</td>
</tr>
<tr>
<td>Under IDEA, children with disabilities are entitled to a “free and appropriate public education.”</td>
<td>Students have civil rights for which they must advocate to ensure equal access to higher education. No one is entitled to anything.</td>
</tr>
<tr>
<td>Public schools are responsible for appropriate assessment of a student’s disabilities.</td>
<td>Colleges are not required to assess students, but can expect students to provide proof of disabilities with accepted guidelines.</td>
</tr>
<tr>
<td>Student placement is determined by the student’s IEP team. Placement must be in the least restrictive environment that is appropriate for the student.</td>
<td>Students are integrated in the college community, and the environment may be adjusted through accommodations. Colleges do not deliberate to select an environment in advance.</td>
</tr>
<tr>
<td>A student’s disability and needs are documented in his/her IEP. This information is available for staff involved with the student.</td>
<td>Need to Know: Students must give express permission for college professors to be notified of their disabilities. Students must initiate all actions toward receiving accommodations with each individual professor, for each course, for each semester. Students have the civil right to refuse accommodations they do not want or need.</td>
</tr>
<tr>
<td>Assessment, physical or occupational therapy, speech and language services, personal care and/or any other therapy is provided by the school, as outlined in the student’s educational plan.</td>
<td>College students are responsible for any and all personal services, such as personal or medical care, just as if they were living independently and not attending college.</td>
</tr>
<tr>
<td>A student may receive untimed tests if the need is documented in his/her educational plan.</td>
<td>Untimed tests are not considered reasonable. Time extensions may be reasonable (typically time and one-half, but no more than double time).</td>
</tr>
</tbody>
</table>
APPENDIX 8:
OPTIONS FOR DAY SUPPORT
AND SUPPORTED EMPLOYMENT

Day Support or Pre-Vocational Services
These habilitative services are available from a
variety of non-profit agencies and provide activities
and training to maintain or enhance functional skills.
Components of these services are: socialization,
self-care and hygiene, eating, toileting, task learning
and completion, medication management, use of
community resources and transportation. Services
may be provided in a center-based setting or in the
community, and are detailed in an Individualized
Support Plan (ISP) for each person enrolled.

Sheltered Employment
This service is provided by a non-profit organization
in a center-based setting. Participants are paid for
work performed according to their level of
productivity under Department of Labor guidelines.
Social, personal and work-related skills are taught
based on an ISP.

Group Supported Employment
This type of employment offers the continuous
support of a non-profit agency’s job coach, to no
more than eight people with a disability at any given
time. It promotes interactions with the general public
and with co-workers who do not have a disability.
These may occur at the same worksite throughout the
day, or the work crew may travel to various sites
daily. Participants are paid by the non-profit
organization according to their level of productivity
under Department of Labor guidelines. Social,
personal and work-related skills are taught based on
an ISP.

Individual Supported Employment
This is employment that occurs in a traditional
competitive work setting, with the individual paid
directly by the employer. However, there is the
addition of one-on-one support, provided by a job
coach as needed.

When first hired the person may need continual
supports which fade over time, so that s/he performs
job tasks independently most of the time. Ongoing
support, if needed, may include job-site training,
counseling, and advocacy as needed to maintain
employment. These are outlined in an ISP.

Alexandria residents who receive SSI or SSDI
benefits might want to look at JobLink, a service
provider for the Ticket to Work program at
1-866-968-7842.
## CONTRACTED DAY SUPPORT & VOCATIONAL PROVIDERS

For Alexandria, Arlington, & Fairfax ID/DD Services’

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Phone</th>
<th>Websites</th>
<th>Services Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Arc/Greater Prince William 13505 Hillendale Drive Woodbridge, VA 22193</td>
<td>703-670-4800</td>
<td><a href="http://www.arcgpw.org">www.arcgpw.org</a></td>
<td>Sheltered Employment</td>
</tr>
<tr>
<td>Central Fairfax Services 6860 Commercial Drive Springfield, VA 22151</td>
<td>703-354-0900</td>
<td><a href="http://www.centralfairfaxeserv.org">www.centralfairfaxeserv.org</a></td>
<td>Day Support Services</td>
</tr>
<tr>
<td>Chimes, Inc. 3951 Pender Drive, #120 Fairfax, VA 22030</td>
<td>703-267-6558</td>
<td><a href="http://www.chimes.org">www.chimes.org</a></td>
<td>Day Supported Employment Services</td>
</tr>
<tr>
<td>Community Residences--Newbrook Place 14160 Newbrooke Drive Chantilly, VA 22151</td>
<td>571-344-5990</td>
<td></td>
<td>Day Support for persons with challenging behaviors</td>
</tr>
<tr>
<td>Cooperative Employment Program 11150 Fairfax Boulevard, Suite 300 Fairfax, Virginia 22030-5066</td>
<td>703-359-1124</td>
<td></td>
<td>Individual supported employment services</td>
</tr>
<tr>
<td>Every Citizen Has Opportunities P.O Box 2277 Leesburg, VA 20177</td>
<td>703-779-2100</td>
<td><a href="http://www.echoworks.org">www.echoworks.org</a></td>
<td>Group Supported Employment</td>
</tr>
<tr>
<td>E-TRON 9406F Gunston Cove Road Lorton, VA 22079</td>
<td>703-690-2731</td>
<td><a href="http://www.etronsystems.com">www.etronsystems.com</a></td>
<td>Group Supported Employment</td>
</tr>
<tr>
<td>Job Discovery, Inc. 10345 Democracy Lane Fairfax, VA 22030</td>
<td>703-385-0041</td>
<td><a href="http://www.jobdiscovery.org">www.jobdiscovery.org</a></td>
<td>Individual &amp; Group Supported Employment Day Support Services</td>
</tr>
<tr>
<td>MVLE, Inc. 7420 Fullerton Road Suite 110 Springfield, VA 22153</td>
<td>703-569-3900</td>
<td><a href="http://www.mvle.org">www.mvle.org</a></td>
<td>Individual &amp; Group Supported Employment Day Support Services</td>
</tr>
<tr>
<td>Vendor</td>
<td>Phone</td>
<td>Websites</td>
<td>Services Provided</td>
</tr>
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<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>PORTCO, Inc. 800 Loudoun Street Portsmouth, VA 23707</td>
<td>757-399-2333</td>
<td></td>
<td>Group Supported Employment</td>
</tr>
<tr>
<td>ServiceSource Network 6295 Edsall Road, Suite 175 Alexandria, VA 22312</td>
<td>703-461-6000</td>
<td><a href="http://www.ourpeoplework.org">www.ourpeoplework.org</a></td>
<td>Individual &amp; Group Supported Employment Sheltered Employment Day Support Services</td>
</tr>
<tr>
<td>Linden Resources, Inc. 750 South 23rd Street Arlington, VA 22202</td>
<td>703-521-4441</td>
<td><a href="http://www.socatwork.org">www.socatwork.org</a></td>
<td>Individual &amp; Group Supported Employment Sheltered Employment</td>
</tr>
<tr>
<td>St. John’s Community Services, Inc. 7611 Little River Tnpk, #404</td>
<td>703-914-2755</td>
<td><a href="http://www.sjcs.org">www.sjcs.org</a></td>
<td>Individual &amp; Group Supported Employment Day Support Services</td>
</tr>
</tbody>
</table>
APPENDIX 9:
RECREATION & LEISURE RESOURCES

All three localities have Therapeutic Recreation Offices providing recreation and leisure opportunities for individuals with disabilities. Offerings for young adults include adapted classes, social clubs, and summer camps.

If you are new to the area, you may request that an assessment be completed to help the staff understand the needs of your child. In Arlington, an assessment looks at leisure, decision-making, and personal skills. Input from parents or group home staff are often sought if needed.

City of Alexandria
The Therapeutic Recreation Office can be reached at 703-746-5422 or visit [http://alexandriava.gov/recreation](http://alexandriava.gov/recreation) and click on “Therapeutic Recreation” on the right.

Arlington County
The Therapeutic Recreation Office can be reached at 703-228-4740, TTY 711 or TRInfo@arlingtonva.us. You can visit [www.arlingtonva.us/dpr](http://www.arlingtonva.us/dpr); click on “Individuals with Disabilities” under “Come Play with Us” on the left.

Fairfax County
The Therapeutic Recreation Office can be reached at 703-324-5532, or [www.fairfaxcounty.gov/ncs/trs](http://www.fairfaxcounty.gov/ncs/trs).

Private Vendors

Adaptive Martial Arts (4-18) Jhoon Rhee Tae Kwon Do has beginner thru advanced classes to improve motor skills, coordination, focus and self control. Call Anna Rome at 703-532-743, visit [www.adaptivetkd.com](http://www.adaptivetkd.com), or email adaptivetkd@tkdlifeskills.com for more information.

ArtStream. Drama and movement classes for children and adults with disabilities. Classes in Silver Spring, MD, and Arlington, VA. [http://www.artstream.org](http://www.artstream.org) or call 301-565-4567

Capernaum. An outreach mission of Young Life, a non-denominational Christian youth organization, Capernaum offers summer camp and twice-monthly social gatherings for teens 14-22 with physical and intellectual disabilities. Arlington & McLean: cmacpherson@capernaumdc.org
Central Fairfax wonkamas@gmail.com
Northwest Fairfax: kpaska@gmail.com

Easter Seals of Northern Virginia. Recreational day programs offered at Walter Reed Community Center in Arlington (for adults only, 18+), minimum 2 days a week. 703-228-0964


Expressive Therapeutic Movement. Classes for ages 13+ with intellectual disabilities. Yoga, breathing exercises, rhythmic music, and body awareness are used to develop strength, flexibility, calmness, motor planning and self-empowerment. Springfield & Herndon, 703-218-0751 etm.movements@gmail.com

Lifechanging Fitness. (all ages) Group and individual fitness sessions for individuals with disabilities. Program can help with cardio, strength, and even learning sports skills. Visit their website [www.lifechangingfitness.org](http://www.lifechangingfitness.org) or call Ricardo Cunningham at 703-909-7971.

Little League Baseball/Challenger League.
Ages 5-22. This volunteer-run program provides an opportunity to play ball. Players are teamed with a Majors 1 player, who acts as a buddy. Season is spring and fall. 703-351-5111 or visit [www.arlingtonlittleleague.org](http://www.arlingtonlittleleague.org).

Special Olympics. Provides opportunities for ages 8+ with intellectual disabilities to train and compete in a variety of Olympic-type sports. Contact Northern VA Special Olympics at 703-359-4301 or see [www.novasova.org/contact.html](http://www.novasova.org/contact.html).

TOPSoccer. Ages 4-19. This is a volunteer-run skill development program. Season runs fall, winter and spring. In Alexandria, contact Bill Dwyer, wmdwyerprop@aol.com, 703-684-5425 or [http://www.alexandria-soccer.com/tops.htm](http://www.alexandria-soccer.com/tops.htm). In Arlington, see [www.arlingtonsoccer.com/clubs/topsoccer](http://www.arlingtonsoccer.com/clubs/topsoccer), or contact Joe Lerner, 703-522-5866 (home); 703-395-7379 (cell).

For TOPSoccer in Burke, Chantilly, McLean and Reston, see the TOPSoccer website [http://www.vysa.com/programs/34617/34707.html](http://www.vysa.com/programs/34617/34707.html).
APPENDIX 10: 
TRANSPORTATION OPTIONS

People with disabilities may benefit from travel training and from reduced fares for Washington-area bus and subway. Taxi companies also provide reduced rates and special services for persons with disabilities.

Non-Driver Identification Card
Since many reduced fare programs—whether for students, persons with a disability or senior citizens—require proof of age and/or photo identification, a worthwhile first step is to obtain a non-driver identification card from the Virginia Department of Motor Vehicles (DMV). (This ID can also be used as photo identification when traveling by air).

You must be a resident of Virginia to obtain an ID card. These cards have no age restriction and are available for an adult or child who does not hold a learner's permit or driver's license.

An adult ID card expires at the end of the month in which you were born when you reach an age divisible by five; e.g. 20, 25, 30, etc. A child ID card expires on the child's 16th birthday.

All of the information a customer needs to prepare for a DMV visit is available on the DMV web site at http://dmv.state.va.us/webdoc/citizen/legal_presqa.asp, or by calling the agency's toll-free telephone number at 1-866-DMV-LINE.

Travel Training
A key element of independence is being able to get around on public transportation for one’s work and social life. The ENDependence Center of Northern Virginia offers free travel training on Washington-area bus and subway routes for people with disabilities. Call 703-525-3268.

Metro Disability ID Card
All jurisdictions in the Washington area offer reduced transportation fares, but you will first need to obtain a free Metro Disability ID card from WMATA. You will need to fill out an application and have a health care professional certify the individual’s disability. The application and a photo are submitted to WMATA. Call 202-962-1558 or download an application from http://www.wmata.com/accessibility/doc/Reduced_Fare_Application.pdf

This ID card is good on Metro buses in the District as well as ART in Arlington. CUE, Fairfax Connector, RideOn, TheBus, VRE and MARC also accept it.

Reduced Farecards/Bus Passes and/or SmarTrip Card
One option for reduced fares is a reduced price bus pass or Farecard (subway). These are sold at many area Giant and Safeway stores, Metro sales offices and transit stores. You may have to show your Metro Disability ID and photo identification.

Use your Metro Disability ID to purchase a SmarTrip card that is encoded for discount fares. SmarTrip cards can be purchased online at www.MetroOpensDoors.com and click under “Fares.” (you must be a registered Metro Disability ID cardholder and you’ll have to use a major credit card); at Metro sales offices; and transit stores (see list at end of this appendix). Every public transit service in the region is using SmartCard except for The Bus, OmniRide, OmniLink, MARC and VRE.

It is highly recommended that you register your SmarTrip card. If you lose it, you will get a replacement card for $5 that includes the fare value of the lost card at the time you reported the loss.

You can add value to your SmarTrip card in any Metro station at the Farecard machines or on any Metrobus.

Using Public Transportation
A good place to start to learn about available routes is CommuterPage.com with links to Virginia and Maryland bus and rail services. See http://www.commuterpage.com/localtran.htm

Commuter stores carry information about routes and fares in the all three localities. They also sell reduced farecards, weekly bus passes, and the SmartTrip card. Applications for the Metro Disability ID are also available (only WMATA issues these cards).

Locations and hours for Arlington Commuter Stores can be found at http://www.commuterpage.com/stores.htm.

In Alexandria, visit the Old Town Transit Shop at http://www.dashbus.com/services/default.aspx?id=20498

In Fairfax, see http://www.fairfaxcounty.gov/connector/contact/connectorstores.html
Handicapped Placard/Plates
In Virginia you need to get a MED-10 form for a handicapped parking placard or license plate. You can pick one up at the Department of Motor Vehicles (DMV), or you can get one from their website at http://dmv.state.va.us. A physician must fill out the form. Bring the completed form to the DMV.

You can get a placard or a plate, or both. Placards offer flexibility since you can move it into any car in which you are the driver or a passenger.

You will need to pay a fee and you will receive your placard or plate on the spot. You can do it by mail, but the process does take longer.

Para-Transit Options
MetroAccess
MetroAccess is the regional shared-ride service established by the Washington Metropolitan Area Transit Authority (WMATA) under provisions of the Americans with Disabilities Act. MetroAccess provides transportation services to persons who, under certain circumstances, are unable to travel to or from bus stop or rail station.

To be eligible for MetroAccess service, a person must meet one of the following conditions:

(1) Have a disability as defined by the ADA AND be unable, as a result of your disability, to utilize fixed-route transportation such as Metrobus and Metrorail,

OR (2) Need to use a ramp or wheelchair lift to use a public transit vehicle, but an accessible public transit vehicle is not being used at the time, date, and on the route you would travel. (Please note: All Metrobuses are wheelchair accessible)

OR (3) Be unable to travel to or from a bus stop or rail station due to a disability.

An application must be completed and certified by a health care professional detailing your disability and the need for paratransit services. An in-person interview and functional assessment is also required. This process can take up to three months.

You may register to use a personal care assistant at the time of application. The personal care assistant rides free of charge but must be with you whenever you use MetroAccess. (301) 562-5360 (Voice), (301) 588-7835 (TTY) www.wmata.com/metroaccess

STAR (Arlington County)
STAR is Arlington’s prearranged, reserved-trip service for persons with disabilities who are eligible for MetroAccess. STAR fares and ticket books for the discounted taxi fares are available through the Commuter Stores and CommuterDirect.com. Eligible seniors and disabled persons may register to order these products by calling CommuterDirect.com® at 703-228-RIDE (7433), TDD (Virginia Relay Center - hearing impaired only): (800) 828-1120.

Arlington County residents currently certified eligible for MetroAccess are automatically certified for STAR. Rides are provided on a curb-to-curb basis. Drivers park in front of the address and assist riders into and out of the vehicle.

For more information on STAR: (703) 892-8747 (Voice) STAR@arlingtontransit.com (E-mail)

TaxiAccess (Fairfax County)
TaxiAccess is a program that provides subsidized taxicab service to Fairfax County residents who are registered with MetroAccess. Like STAR in Arlington, TaxiAccess users can purchase coupon books good toward taxicab rides at one-third of the face value. See http://www.fairfaxcounty.gov/fcdot/taxiaccess.htm for information on how to apply, obtain coupons, and Fairfax-area cab companies that accept the coupons.

Fastran (Fairfax)
Fastran offers specialized transportation services for residents of Fairfax County and the Cities of Fairfax and Falls Church participating in human service agency programs. All Fastran riders must be certified by a participating agency before utilizing the service. http://www.fairfaxcounty.gov/rec/fastran.
**DOT**

DOT is the City of Alexandria's specialized transportation service for residents of Alexandria and visitors who cannot use regular transit buses or rail due to their disability. Trips are provided by taxicabs and wheelchair accessible vans.

The eligibility process is similar to that for Metro Access. For more information or to receive an application, please contact the Paratransit Coordinator at 703-746-4079.

**On-Call Accessible Bus**

(202) 962-1825 (Voice)

You can request that an accessible lift equipped or kneeling bus be placed on an existing route. Hours are 8 a.m.-3 p.m., seven days a week. You must call at least 24 hours in advance of when service is needed.
APPENDIX 11: RESIDENTIAL PLACEMENT OPTIONS

If you are interested in publicly funded housing options for your disabled adult child, please consult your support coordinator within your local health services agency. The support coordinator can provide information on waiting lists and on the non-profit contract agencies that provide all residential services, potential funding sources, applications and referrals for services, as well as vacancies.

Types of Housing Placements

Respite Care: This service provides a break for persons caring for family members who have ID. The care may be provided in the family’s home or at another site. The choice of an agency will depend on the type of care needed, the age of the individual needing care, the availability of funding, and space availability if a facility is chosen.

In-Home Supports: This type of service may be provided to a person with ID who is living with his or her parents in their home, or to such an individual living in his or her own apartment. Supports are given on an hourly basis by non-profit agency staff, with the number of hours determined by an evaluation of the person’s daily living skills. The specific services provided are spelled out in an Individualized Support Plan (ISP).

Supervised Apartments: Non-profit agencies provide daily staffing to persons living in apartments leased or owned by that organization. Residents need more assistance than those receiving only drop-in support. The specific training or assistance provided is detailed in an ISP.

Group Homes: Several non-profit agencies operate group homes in Northern Virginia. The number of staff present, and the number of hours during the day and night that staff work, varies with the abilities of the persons living in the home. Supervision, training and assistance is also provided under an ISP within a group home. The number of individuals with ID living in each home varies from four to seven.

Sponsored Residential Services. A family invites a person with ID to live in their home and provides them with the supports they need to be successful in the community, as well as to reach their own personal goals as outlined in an ISP. The regulations and agency policies governing how these homes operate are very similar to group homes. Each home may support up to two individuals with ID.

Intermediate Care Facility (ICF): ICFs provide 24-hour a day support to individuals who have nursing or behavioral needs that may be a challenge to meet in other environments. Beginning in 2012, Virginia will begin to close all but one state-run ICF. ICFs are also run in the private sector, often by the same companies that offer group home supports.

Note: Most of the residents in all the residential programs described above leave their homes daily to attend day support, pre-vocational, or supported employment programs.

Microboards

A microboard is a small nonprofit corporation set up (usually by a family) to own a residence for the benefit of one or more persons with disabilities. Living in a home run by a microboard does not compromise a person’s eligibility for public benefits; the home may also be eligible for low-interest loans and rental assistance. The services and care needed to sustain the person in the home can be established in a number of ways, including Medicaid waivers or sponsored placements.

For more information about microboards, see the Virginia Housing Development Authority (http://www.vhda.com/businesspartners/govandnon-profits/reachvirginia/outreach-liaison/documents/mtg4rentalpwd.pdf) Or contact the Virginia Microboard Association at virginiamicroboards@gmail.com, (757-460-1569).

Factors to Consider

First, the options open to you will depend on the level of your child’s need and the funding for which your child is eligible. Most housing placements for persons with ID in Alexandria, Arlington and Fairfax are funded by the Medicaid ID waiver.

Second, just as each family home is different, so each community home has different characteristics. It is important to see these homes and talk to the staff to ensure the best “fit” for your child. You should consider health, safety, nutrition, and medical issues, quality of staff and staff turnover, whether the home can provide some of your child’s favorite activities, whether your child would be compatible with the other residents, etc. Look for a welcoming environment where individual needs and preferences are accommodated.
## CONTRACTED RESIDENTIAL PROVIDERS
Alexandria, Arlington and Fairfax ID/DD Services’

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>PHONE</th>
<th>WEBSITES</th>
<th>SERVICES PROVIDED</th>
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<tbody>
<tr>
<td>CHIMES</td>
<td>(703) 267-2777</td>
<td><a href="http://www.chimesva.org">www.chimesva.org</a></td>
<td>In-home supports, group homes</td>
</tr>
<tr>
<td>Community Concepts</td>
<td>(703) 680-5127</td>
<td><a href="http://www.comconinc.net">www.comconinc.net</a></td>
<td>Group homes, Day support</td>
</tr>
<tr>
<td>Community Systems, Inc.</td>
<td>(703) 913-3150</td>
<td><a href="http://www.communitysystems.org">http://www.communitysystems.org</a></td>
<td>Supervised Apts, Group Homes</td>
</tr>
<tr>
<td>Gabriel Homes, Inc.</td>
<td>(703) 476-1592</td>
<td><a href="http://www.gabrielhomes.org">www.gabrielhomes.org</a></td>
<td>Group Homes</td>
</tr>
<tr>
<td>Job Discovery, Inc.</td>
<td>(703) 385-0041</td>
<td><a href="http://www.jobdiscovery.org">www.jobdiscovery.org</a></td>
<td>Group Home</td>
</tr>
<tr>
<td>Jewish Foundation for Group Homes</td>
<td>(310) 984-3839</td>
<td><a href="http://www.jfgh.org">www.jfgh.org</a></td>
<td>Group Homes, Supported Living, Transition</td>
</tr>
<tr>
<td>Langley Residential Support Services</td>
<td>(703) 893-0068</td>
<td><a href="http://www.langleyresidential.org">www.langleyresidential.org</a></td>
<td>Group Homes</td>
</tr>
</tbody>
</table>
**APPENDIX 12: LEGAL RESOURCES**

Effective planning for your son or daughter with a disability involves special legal considerations not found in routine estate planning. In selecting an attorney, you should seek one who is both capable and familiar with the laws involving trusts, special needs trusts, guardianship and disability. This attorney should also have knowledge of the programs and benefits available to persons with disabilities.

Following is a list of attorneys in this area who have experience in handling the special needs of persons with disabilities.

### Private Attorneys

<table>
<thead>
<tr>
<th>Name</th>
<th>Firm Name</th>
<th>Address</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Fax number</th>
<th>Email Address</th>
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<tbody>
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<td>Sheri Abrams, Esq.</td>
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<td>703-536-2452</td>
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<td>703-359-0553</td>
<td>703-591-0553</td>
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<td>703-876-7691</td>
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<td>703:852-4386</td>
<td><a href="mailto:elizabeth@twplc.com">elizabeth@twplc.com</a></td>
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<td></td>
<td>10306 Eaton Place, Suite 130, Fairfax, VA 22030</td>
<td>703-359-9213</td>
<td>703-591-0553</td>
<td>703-359-9213</td>
<td><a href="mailto:loretta@twplc.com">loretta@twplc.com</a></td>
</tr>
</tbody>
</table>
**Public Referral Services**
Virginia Lawyer Referral Service  
Phone: 800-552-7977  
Web site: www.vsb.org/vlrs.html

Legal Services of Northern Virginia  
--Main Office  
6066 Leesburg Pike, Suite 500  
Falls Church, Virginia 22041  
Phone: 703-778-6800  
Fax: 703-778-4790  
Web site: lawhelp.org (same for all offices)

--Fairfax Office  
4080 Chain Bridge Road  
Fairfax, Virginia 22030  
Phone: 703-246-4500  
Fax: 703-273-6476

--Alexandria Office  
603 King St. 4th Floor  
Alexandria, Virginia 22314  
Phone: 703-684-5566  
Fax: 703-684-0946

-- A rlington office  
1916 Wilson Blvd., Suite 200  
Arlington, Virginia 22201  
Phone: 703-532-3733  
Fax: 703-778-1011

**For Special Needs Trusts**
Legal Services of Northern Virginia  
LSNV provides free legal assistance in civil matters for individuals who qualify. 703-532-3733

**For Guardianship and Conservatorship**
Supreme Court of Virginia Certified Guardians ad Litem.  
http://www.courts.state.va.us/  
http://www.courts.state.va.us/mlist.html  
This is the public listing of approved Guardians ad Litem in the Commonwealth. The listing is used by the Virginia Circuit Courts and is sanctioned by the county.

**Virginia Guardianship Association** (A non-profit 501 c(3) organization.). P.O. Box 9204, Richmond VA 23227-9998. 804-261-4046.  
Website: www.vgavirginia.org

**Offices of the Virginia Public Guardian and Conservator Program** provides useful information and resources in offices are located throughout the state. The VPGCP State coordinator is Janet Dingle Brown, Esq., Virginia Department for the Aging, Richmond, VA, 800-552-3402.

The VPGCP local resource is the The Arc of Northern Virginia, 703-532-3214, 98 N. Washington Street, Falls Church, VA 22046.

**Publications**
To order: http://www.vgavirginia.org/handbooks.asp

Virginia Guardianship Association  
Post Office Box 6357  
Newport News, VA 23606  
804-261-4046  
Web page: www.vgavirginia.org

**Senior Citizens Handbook – Laws & Programs Affecting Senior Citizens in Virginia**
Virginia State Bar  
707 East Main Street, Suite 1500  
Richmond, VA 23219 Phone: (804) 775-2548

**Guide to Consent & Substitute Decision Making**
Virginia Association of Community Services Boards (VACSB) in partnership with Virginia Network of Private Providers. Download from www.vaesb.org; click on Resources and Links, then VACSB Special Projects.

**Planning for the Future** by L. Mark Russell, Arnold E. Grant, Suzanne M. Joseph, and Richard W. Fee,