




GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

DDS TRANSMITTAL #19-15

TO: All Developmental Disabilities Administration Residential and Day Services Providers

FROM: Crystal Thomas, Program Manager, State Office of Policy, Planning and Innovation 

DATE: August 22, 2019

RE: Updated Family Support Council Procedure

Today the Department on Disability Services (DDS), Developmental Disabilities Administration (DDA), releases an updated Family Support Council Procedure, 2019-DDA-PROC02.

The purpose of this procedure generally is to guide the operations of the Family Support Council (FSC or Council) and establish meeting protocols for the group. The FSC provides recommendations, assists and advises DDS and its sister agencies on developing person-centered and family-centered systems of support.

Council has now been working together for more than two years, and has accomplished a great deal. When the original procedure was written as the FSC was being initiated, it included several provisions related to start-up phase. Those provisions, no longer needed, have been eliminated in this new procedure.

In addition, the updated procedure clarifies several points:

- The FSC advises on the system of family support services for person's with intellectual as well as developmental disabilities, and does so throughout the lifespan;
- Future Voting Members of the FSM should be solicited from the DC Parent Training and Information Center (presently Advocates for Justice), the DC Parent-to-Parent or Family-to-Family organization (currently Family Ties of D.C.), Project ACTION!, DC's self-advocacy coalition, and local advocacy organizations;
- Staggered two-year terms shall be used to ensure continuity of Voting Members on the Council;
- Added to the list of ex officio non-voting members shall be the Director (or designee) from the Office of the State Superintendent for Education (OSSE) and the Department of Aging and Community Living (formerly the Office on Aging and Disability Resource Center); as well as a representative from Health Services for Children with Special Needs, or its successor managed care organization;



- The Council Chair shall be decided by a majority vote of Voting Members, rather than by the DDS Director;
- Voting members who miss more than three (rather than two) meetings per year may be removed upon recommendation by the FSC to the DDS Director; and
- DDS shall continue to provide staff support, with the following additions: meeting with FSC Members in advance of Council meetings for preparation purposes, if needed; and being responsible for maintaining records on the terms and term-end dates of FSC members.

The procedure also clarifies that only FSC voting members are eligible for stipends provided under the DDS Stipends policy and procedure for participating in Council meetings. Visitors at Council meetings are welcome, but are not eligible for stipends. (DDS and the FSC may occasionally choose to hold public events at which stipends are made available for people's participation if they meet the criteria – when that takes place the availability of stipends will be announced in the event materials.)

DDS conveys its most sincere thanks to all former and current Family Support Council members, including for input on this updated procedures, as well as all those who have participated in Family Support Council meetings over these two years. We look forward to the Council's input and counsel in coming years.

If you have any questions about this transmittal, please contact Emily Price, Program Development Specialist, State Office of Policy, Planning, and Innovation at (202) 730-1687 or emily.price@dc.gov.