



**Individual and Family Directed Goods and Services
Self-Directed Services
7/1/2023**

Below is a tool for people who are self-directing their services and their teams to use to understand what Individual and Family Directed Goods and Services (IFDGS) may and may not be requested. This tool is meant to complement DDA's Self Directed Services Individual and Family Directed Goods and Services policy/guidance.

What are IFDGS?

- Services, equipment, activities, or supplies that support people who self-direct
- Help meet listed needs in the PCP
- Help maintain or increase independence
- Cannot be provided through the waiver program or a state plan

There are three categories of IFDGS:

- Recruitment and Advertising
- Day to Day Administrator
- Other Goods and Services

Recruitment and Advertising

- Helps to fund activities that support staff recruitment for jobs
- **Can include:**
 - Making print or electronic flyers for sharing job advertisements
 - Software to create flyers (Adobe, Canva, Vista)
 - Printing physical flyers
 - Staff registries (Indeed.com, Care.com)
- Dedicated funding comes from the detailed service authorization in the Person-Centered Plan (PCP)
- Must request in an Initial, Annual, or Revised PCP



Day to Day Administrator

- Direct and non-direct support to the person self-directing
- People can hire an employee or vendor to be the Day to Day Administrator, including relatives, guardians, or legally responsible individuals
- **Can include:**
 - Household management and scheduling
 - Employee scheduling
 - Scheduling appointments
 - Personal money management
- **Exclusions:**
 - The Day to Day Administrator cannot provide any other service at the same time
 - A person’s Support Broker cannot be their Day to Day Administrator
 - The Day to Day Administrator cannot work more than 40 hours per week unless authorized by the DDA
- Funding must come from cost savings in the budget
- Must request in an Initial, Annual, or Revised PCP

Other Goods and Services

Included	Not Included
Activities that promote health	Goods and services that compromise health and safety
Fees for programs/activities that promote socialization and independence	Experimental goods or treatments
Small kitchen appliances for independent meal planning	Co-payments for medical devices
Laundry appliances to promote independence and self-care	Over the counter medications or homeopathic services



Sensory and safety items related to disability	Items used solely for entertainment or recreation
Personal electronic devices	Monthly cable television fees or services
Toothbrushes and dental services not covered by insurance	Monthly telephone fees
Weight Loss programs and services	Room and board
Nutritional consultation and supplements	Food
Internet services	Utility charges
Other goods and services that meet standards	Tobacco, alcohol, Marijuana or, illegal drugs
	Vacation expenses
	Vehicle insurance, maintenance, or other transportation-related events
	Clothing, shoes, or other personal items
	Haircuts, nail services, and spa treatments
	Tuition
	Staff bonuses
	Subscriptions
	Training
	Services in hospitals
	Cost of travel, meals, and overnight lodging for staff/family/support
	Service animals



	Exercise rooms, swimming pools, and hottubs
	Fines, debts, legal fees, advocacy fees
	Contribution to savings accounts (including ABLE)
	Country club membership/dues
	Leased/purchased vehicles

Other IFDGS must be requested using the [IFDGS Request Form](#)