



# RECREATION COUNCIL VOUCHER GUIDELINES St. Charles County October 1-September 30

**ELIGIBILITY:** Vouchers are available for St. Charles County residents with developmental disabilities as defined by the Developmental Disability Resource Board (DDRB) found at [www.ddrb.org/case-management/whos-eligible](http://www.ddrb.org/case-management/whos-eligible) who have an eligible Department of Mental Health (DMH) case number. You may contact the Department of Mental Health, Regional Office in St. Charles County at 636-926-1200 to inquire on your case number, or to begin the intake process to become eligible for DMH services.

**OVERVIEW:** The Recreation Council Voucher Program is reimbursement funding that individuals with developmental disabilities who reside in St. Charles County may use to supplement the cost of leisure, recreation, overnight camp, and/or adult adventure programs of choice that are age-appropriate, and improve the quality of life. The project is funded by the Developmental Disabilities Resource Board of St. Charles County (DDRB) and is available to applications of all ages.

**APPLYING:** Complete the funding application. Printable PDF is available online at [www.recreationcouncil.org/applications](http://www.recreationcouncil.org/applications), or contact our office to request a mailed copy. You may also submit an online application.

**FUNDING OPTIONS:** Maximum amounts listed; allocation is based on the program fee minus your co-pay.

**Overnight Camps:** One (1) weeklong camp **OR** Two (2) Mini-Camps up to \$700\* ~ Camp deposit counts toward co-pay. Additional funds with financial hardship\*

**FUNDING REQUESTS:** Applications are accepted year-round. Funding is tied to the cost of the program selected, not per person. Requests must be in written form and include program details. If all funding is allocated, you may submit a request to be put on the waiting list for funds. You decide how much funding you need based on your budget up to maximums.

**Community Recreation CARE** funds up to \$350\*

**Adventures** up to \$730\* - Adults ages 18 and older

**Personal Care** at up to \$640\* - You hire a person to provide personal care support at an inclusive community program.

**CO-PAY:** Minimum co-pay is 10%. Camp applicants pay camp deposit which counts toward co-pay minimum. Applicant pays other fees charged by the program including transportation, medical records, clothing, supplies, equipment, travel expenses, taxes, and spending money. Registration fees may be applied toward co-pay requirement.

**\*You are not guaranteed funding at the maximum amount.** You may request funding from one or all of these programs per fiscal year. Minimum 10% co-pay. Regional Center/DDRB Case Manager must verify financial hardship if requesting exception to co-pay requirements. [www.recreationcouncil.org/applications](http://www.recreationcouncil.org/applications)

**PERSONAL CARE:** You hire, screen, & pay a person living outside your home to provide toileting, feeding, dressing, or behavior support at an inclusive recreation program. Family is reimbursed per hour for fees paid to care person. Personal care [guidelines](#) sheet is on the Recreation Council website under "Applications"/"St. Charles County"

**PAYMENTS:** Once your recreation program agrees to work with our voucher program, the voucher approval letter is sent to the program and the participant showing approved amount. Program may ask you to pay in full, or may choose to float our voucher amount and charge you only the balance of fees left. Voucher amount is paid **AFTER** you attend your program and can be paid to either the program or the participant. Program provides attendance verification; family submits receipt if requesting reimbursement directly. **Attendance is required. Fees charged for failure to attend a voucher-funded program are the applicant's responsibility. The voucher does NOT reimburse if participant fails to attend.**

Submit application by mail, fax, e-mail, or in-person to:  
Recreation Council, 60 Gailwood Drive - Suite C  
St. Peters MO 63376  
Phone: 636-477-7704 ~ Fax: 314-726-3454  
Scan & Email to: [stchascounty@recreationcouncil.org](mailto:stchascounty@recreationcouncil.org)  
Forms at: [www.recreationcouncil.org/applications](http://www.recreationcouncil.org/applications)

**A Few More Details:** Allocation is based on cost of the program selected, not per person. Funds may only be used for the chosen program of the person named on the voucher approval form. Applicants are not guaranteed funding until they receive a voucher approval form that specifies the approved amount. Applicants are not guaranteed funding at the annual maximum & must submit program details and costs. Funds are not allocated for open-ended requests without enrollment dates. Funds cannot be used for therapy, [programs funded solely by the DDRB](#), event tickets, supplies, registration fees, or application fees. DDRB respite funds cannot be used in conjunction with voucher funding. The Recreation Council reserves the right to approve or deny funding that falls outside the guidelines. Regional Office Case Manager must verify financial hardship to request exception to co-pay amounts.