

IDGS Classes & Memberships

As part of our commitment to compliance, Innovative Services is reviewing all classes and memberships, to ensure they meet OPWDD guidelines. For your convenience, we have included the guidelines below!

Community Classes:

- ◇ *Classes available to the general public in any subject area that relates to a person's valued outcomes (Art, Dance, Exercise, Cooking, Computer Training, Etc.)*
- ◇ *Sessions with a private trainer (physical education/exercise) may be covered as long as the service relates to a valued outcome).*
- ◇ *Classes must be related to a habilitative need in the individual's person-centered plan and not just for recreational purposes.*
- ◇ *Classes must be non-credit bearing; IDGS funding is for non-matriculating students.*
- ◇ *The organization must have the class description and rate published. These published documents are required to be submitted along with each invoice.*

Health Clubs & Memberships:

- ◇ *Funding for a gym, health club or other community organization membership may be included in the self-directed plan for reasons of health and fitness or community integration in accordance with the participant's valued outcomes.*
- ◇ *Membership is for the individual only; no family memberships allowed with IDGS funding.*
- ◇ *The club/organization must offer open enrollment to the public, and cannot be a private club with a closed membership where membership is available by invitation only.*
- ◇ *An individual may have multiple memberships to health clubs.*
- ◇ *The organization must have the Membership description and rate published. These published documents are required to be submitted along with each invoice.*

Upcoming Holidays

This is a reminder that the following days are Agency Holidays:

Wednesday, December 24th

Thursday, December 25th

Staff should not be working on these two days unless they have received prior approval from their FI Coordinator.

Wishing everyone a restful and enjoyable Christmas and New year, however you choose to spend it!



Upcoming Trainings

RELIAS

All Self-Hires are required to complete the following two trainings by **December 31st, 2025:**

- ◇ **Corporate Compliance Annual Refresher for 2025**
- ◇ **Justice Center Code of Conduct**

It is crucial that all Self-Hires remain informed and compliant with all New York State requirements. Failure to complete these trainings by **12/31/2025** can result in disabled eVero access, corrective action, and termination.



Welcome to the Team!

We're excited to introduce two amazing new members to the Innovative Services team:

Sarah Mulhollen

Sarah joins us as an FI Coordinator in training. Over the next few months, she'll be building her caseload and learning the ropes to provide outstanding support to the individuals we serve.

AnnMarie Johnson

AnnMarie is stepping into the role of FI Coordinator and will also serve as an Agency Broker. Her expertise and dedication will be a huge asset as she helps guide and support our programs.

Welcome, Sarah & AnnMarie! We're excited to see the great work you'll do!

FAQ

Q: Our Self-Hired staff recently moved and needs to update their address - How should they do that?

A: Self-hired staff can update their address directly in Dayforce. After completing the update, they must notify the FI Coordinator via email so the FI can make the necessary changes in eVero. This step is essential to ensure accurate communication, timely delivery of important documents, and to prevent delays in reimbursement payments.



Cancellation Pay Policy

We want to share an important update regarding cancellation pay for Self-Directed (SD) staff. While NYS has long required cancellation pay for scheduled hours (up to 4 hours), our agency has traditionally paid this at your regular hourly rate.

Beginning January 1, 2026, cancellation pay will be issued at the NYS minimum wage of \$16.00 per hour. This change aligns with state guidelines and helps support the person's SD budget so more funding can go toward essential services and staffing needs.

For anyone affected by this change, you are encouraged to reach out to your FI Coordinator to explore additional hours with other families. Please note: if you work 4 hours or more with another family on a day your regular shift is canceled, cancellation pay will not be issued, even if your original shift was scheduled for more than 4 hours.

We appreciate your understanding and your continued commitment to the families you support. If you have any questions, please contact your FI Coordinator—we're here to help.

Stay Connected

For any questions regarding information found on this newsletter, please email:

FIConnect@thearcas.org