

DETERMINING THE NEED FOR A SUPPORTS BROKER

- The participant and/or Managing Employer is self-directing the individual's services and requires additional assistance.
- The Supports broker is able to assist the participant but they will not actually perform the activities.
- A Supports Broker will help determine what assistance or support is needed for the participant to perform the managing employer functions.
- Supports Brokers will provide documentation to support the continued need for services as necessary for service reauthorization.
- Supports Brokers should assist participants with the functions and activities utilized to manage or co-manage their Support Service professionals.



Barber National Institute
Making dreams come true.

FOR MORE INFORMATION
Please contact our Supports Broker Team

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Supports Broker Services



WHAT IS THE SUPPORTS BROKER SERVICE?

This is a direct (face-to-face) and indirect service to individuals with intellectual disabilities or autism in arranging for, developing, and managing the services they are self-directing either through an employer authority or budget authority.

HOW CAN A SUPPORTS BROKER HELP?

A Supports Broker assists participants or their designated Managing Employer with employer-related functions in order to be successful in self-directing some or all of the services needed by the participants. The Supports Broker works collaboratively with the participant's Supports Coordinator and team.

WHO CAN USE A SUPPORTS BROKER?

The service is available to individuals who live on their own or with a family member who elects to self-direct some or all of their services. There is a maximum of 260 hours per year.

A SUPPORTS BROKER CAN:

- Explain and provide support in completing paperwork.
- Help identify areas of support that will promote success with self-direction and independence and communicate it to the team, as well as advise any changes to the ISP along with the ME.
- Participate in the orientation, trainings, and continual training of new support workers.
- Help find and interview staff, and determine a pay rate.
- Assist in developing staff schedules and back-up plans through natural resources if a staff is unable to work.
- Assist in developing effective management skills for the staff.
- Assist when a staff issue arises or termination of staff is needed.
- Help find resources in the community to support success with the participant's direction.
- The Supports Broker **does not** replace the Supports Coordinator.

HELP WITH PARTICIPANT DIRECTED SERVICES

Your Supports Broker will provide help in accessing Participant Directed Services (also known as self-direction.) With Participant Directed Services, an individual or their representative serves as a Common Law Employer (CLE) or a Managing Employer (ME). This CLE or ME is able to make decisions about some or all of the supports and services authorized in the participant's person-centered Individual Support Plan (ISP).

In Pennsylvania, there are two options available for self-directing services:

- Agency with Choice (AWC) - This service requires a Managing Employer. This can be the participant or close friend/relative. AWC Provider is the legal employer of record.
- Vendor/Fiscal (VF) – The participant manages their service and is the legal Common Law Employer.