

## Purchasing Plan Frequently Asked Questions

(Questions and Answers will be added as they are received)

**Q:** How do I remove the “x” on page 1 in the “Reason for Submitting Purchasing Plan” section of the page?

**A:** To remove an indication “x” on page one, you must either click and highlight the “x” then push the “delete” or “backspace” key on your keyboard. Alternately, you can place your cursor to the side of the “x” and push “delete” (if the cursor is to the left) or “backspace” (if the cursor is to the right).

**Q:** When I enter the Support Plan goals on page 2, the type becomes too small to read. How do I keep the font large enough to read?

**A:** This form is set up to automatically reduce the size of the font in this section of the Purchasing Plan. You can enter a summary of the Support Plan goal; just be sure that the summary still accurately reflects the intent of the goal and would be understandable by someone who does not have a copy of the Support Plan. For example:

*Goal on Support Plan:* Patty wants to find different activities and events in the community that are interesting to her and keep her involved and active in the community.

*Goal summary on Purchasing Plan:* Patty wants to participate in community events.

**Q:** In the Purchasing Plan Training; Adult Day Training (ADT) services is listed as critical, but the Emergency Back-Ups (EBUs) listed are not providing ADT. I was told in training that EBUs had to provide the same service they were backing up. Can EBUs provide a different service?

**A:** EBUs must be listed to provide the same service for the same number of hours as the primary employee. Adult Day Training is the *only* exception to this.

**Q:** In the Purchasing Plan Training; why is so much money going into Savings each month? If I submitted a plan with that much unspent funds, my Consultant would ask me if all the Participants Support Plan Needs and Goals were being met.

**A:** In the Purchasing Plan Training, Patty’s EBUs would cost significantly more per month than attending the ADT program. You must always have enough funds available to ensure that an EBU could work for a full month and be paid.

Once Patty has enough in Savings to cover one month of her EBUs and for part of the Seasonal Camp, Patty's Representative will write a new plan to increase other needed services and supplies that are listed on her Support Plan.