



FY 2019 Individual and Family Support Program

State Council Member Description

What is the IFSP State Council?

The Department of Behavioral Health and Developmental Services (DBHDS) established the Individual and Family Support Program (IFSP) State Council to advise the Department on the administration of the IFSP-Funding Program and to develop and maintain “Virginia’s Individual and Family Support State Plan”.

The council also provides general recommendations to the Department on its plan to increase family supports throughout the Commonwealth.

What do State Council members do?

Council members participate in quarterly State Council meetings and serve on issue based committees as needed. Council members represent the perspective of families and individuals with a developmental disability and/or share their knowledge as experts in the fields of developmental disabilities.

What are some of the characteristics DBHDS is looking for in a State Council member?

- Local leadership experience around developmental disabilities and an interest in promoting the IFSP at a local level.
- A willingness to share their insights and opinions and to actively participate in meetings, both in-person and virtually.
- The capability to reflect on personal experiences while also understanding the views of others and develop recommendations that are for the greater good.
- Experience using technology, including email and cloud-based applications like Google Drive and AdobeConnect.
- The capability to attend the four quarterly in-person meetings in Richmond. Please note: DBHDS provides reimbursement to members for meeting travel expenses.

Are there any required qualifications for State Council members?

Yes. State Council members must:

- Be a resident of the Commonwealth of Virginia, and
- If they have received IFSP funds in the past, must be in good standing with respect to complying with the program receipt policies and usage policies.

*More than 50 percent of State Council positions must be filled by self-advocates who are on the waitlist or family members of an individual who is on the DD Waiver Waiting List. Therefore, priority will be given to family members and self-advocates.

What is the process for becoming a council member?

- 1) If you haven't done so already, read the IFSP State Council Charter and the State Plan. Both are available on-line at <https://drive.google.com/drive/folders/1iCTO2EqaWlUcY1udZUnJJGlbxLabUtwQ?usp=sharing>.
- 2) Apply using the online self-nomination form located at <https://www.surveymonkey.com/r/XCG7BJX>.

Who will review and approve my application?

All self-nomination applications will be submitted to DBHDS for initial review. DBHDS will review the self-nomination applications and recommend applicants to the State Council. Selected applicants will be asked to participate in an in-person or phone conversation with an existing State Council Member. Based on the council's recommendation, an appointment may be offered.

All council appointments are made by the Commissioner of DBHDS.

How long is the term of services?

Terms for the State Council members end on September 30th of the year after your appointment begins. State Council member terms may be renewed up two times to serve no more than three consecutive terms.

What are the nomination deadlines?

For FY 2019, DBHDS will accept self-nominations from October 1st to October 15th. Applicants selected for an interview will be contacted within a week of the self-nomination application closing.