



## Quick Tips for the FY 2019 IFSP Funding Application

### READ THIS FIRST

- An individual must be on the Developmental Disability Waiver Waiting List and identified correctly in the Virginia Waiver Management System as of the date of application to receive these funds.
- If you have not sent in FY 2018 receipts, please continue to do so. However, IFSP will be unable to send confirmation of receipts during the new application period. To find instructions on submitting your FY 2018 receipts, visit <http://dbhds.virginia.gov/assets/document-library/IFSP/FY-2018-RECEIPTS-Procedure-3-1-18-FINAL.pdf>.
- This year's funding application is online only. To access the online application, please go to <https://ifsponline.dbhds.virginia.gov/>.
- The maximum award amount for FY 2019 is \$1,000.

### FY 2019 Application Schedule

IFSP Application Announcement	August 13 <sup>th</sup>
First day to access the application and save a draft	September 10 <sup>th</sup>
Dates to complete a draft of the FY 2019 IFSP application	September 10 <sup>th</sup> -October 10 <sup>th</sup>
First day you can submit an application	October 10 <sup>th</sup> at 9:00 am
Last day you can submit an application	November 8 <sup>th</sup> at 5:00 pm

### How to Get Help

We have developed several resources to help you successfully apply for FY 2019 IFSP Funding. Please visit the IFSP website to access the following documents.

- FY 2019 Individual and Family Support Program Guidelines and Frequently Asked Questions
- FY 2019 IFSP Application Training Schedule

**For general assistance navigating the online application, please contact My Life, My Community (operated by Senior Navigator Virginia) by phone at (844) 603-9248. The operators are trained to assist IFSP applicants and can connect you with IFSP Program staff if you need application specific support.**

## **FY 2019 Application Process**

- Access the application portal at <https://ifsponline.dbhds.virginia.gov>.
- Register by creating a user profile. You must register first to see the IFSP Funding Application. You may complete more than one application using the same user profile. Therefore, if you usually complete applications for multiple family members, one user profile is all you need.
- To create your user profile, you will need a valid email address. Please be sure to provide an email address that you check regularly. This will be how you receive notifications about your application status.
- September 10<sup>th</sup>- October 10<sup>th</sup> you will only be able complete and save a draft application.
- You will only be able to submit your application during the “Submission Period” which opens at 9:00 am on October 10<sup>th</sup>.

### ***Completing an Application***

- You are encouraged to register and create a draft application before the submission period opens on October 10<sup>th</sup>. This allows time to become familiar with the system and ask for assistance. If you need to make changes, you can edit your information before submitting the application.
- Per the IFSP Regulations, applications will be funded on a first-come-first-served basis. So, please remember to get your application in as soon as possible on October 10<sup>th</sup>.

### ***Submitting an Application***

- Remember, you will not be able to submit your completed application until 9:00 am on October 10<sup>th</sup>.
- To submit, you will need to login to the IFSP Online Application Portal using the use profile you created when you registered. If you have saved a draft of your application(s), please reference the IFSP System User Guide for detailed instructions on how to submit.

*Remember, funds are awarded on a first-come-first-served basis. Delays in submission may affect your funding.*