PERSONAL SUPPORT & RESPITE

Lifeworks
A nonprofit serving people with disabilities

We are here for you – every step of the way.

As a licensed provider of Personal Support and Respite Services, Lifeworks is skilled at navigating complex situations and state requirements. We ensure that your support professionals have what they need to work for you.

- Market-leading wages to hire highly-qualified staff
- Assistance with pre-employment requirements
- Online access to complete mandatory trainings
- Real-time reporting and monthly budget summaries
- Thorough yearly reviews of your plan
- Staff mileage reimbursement for community outings

Lifeworks is invested in providing culturally appropriate services. We translate materials into a variety of languages and hire native speakers.

What are Personal Support and Respite Services?
Personal Support is a one-to-one service that provides opportunities for people to increase their independence and connect with their community. Support can include assistance with daily living activities such as eating breakfast or brushing teeth to participating in local events and building relationships with friends. Respite complements Personal Support and provides short-term relief for a person's primary caregiver.

Am I eligible to receive these services?
Personal Support requires that a person has a waiver for either Developmental Disabilities (DD), Community Access for Disability Inclusion (CADI), Brain Injury (BI), or Community Alternative Care (CAC).

Do you have questions?
Let us help. Our knowledgeable staff are here for you.
All you need to do is give us a call: **651-454-2732** or visit us online:
lifeworks.org/fiscal-support

Lifeworks is a 501(c)(3) nonprofit and an Equal Opportunity Employer.
This information can be provided in an alternate format upon request.

lifeworks.org | 2965 Lone Oak Drive, Suite 160, Eagan, MN 55121

HOW IT WORKS: Personal Support & Respite

We know that the process for self-directing your support can be confusing –
that's why we put this overview together. Should you have any questions,
please do not hesitate to contact us. We are here for you.
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Complete a MnChoices assessment.
The process begins with an in-person visit from an assessor who learns about your needs, goals, and preferences; this information determines your eligibility and authorized amount of support.

Connect with a social worker.
After you are authorized to receive services, a social worker will use your input to create a Coordinated Services and Supports Plan (CSSP). This document is a summary of how you would like to receive support.

Choose a provider.
The social worker may share a list of providers that you can use to process services. Lifeworks is a licensed provider of Personal Support and Respite Services.

Find your support professional.
You may already have someone in mind to provide assistance; if not, you can search for support professionals by visiting the website: directsupportconnect.com.

Meet with your provider.
Now that you are authorized for services and have determined your needs, it's time to meet with your provider. They will share information about how the program works and together, you will create a strategy for providing services to meet your goals.

Your support professional completes requirements.
Before a person can begin working with you, they must fill out employment paperwork, including being fingerprinted, passing a background check, and successfully completing a competency training.

You manage the work.
As soon as the requirements are completed, contact your support professional to begin work. You will be in charge of managing their schedule and your authorized hours of service. Lifeworks ensures that the work has been performed and processes employee payroll.

Lifeworks will check in with you.
Within 60 days, we will reach out to you and make sure the plan is going well, noting any needed changes.

You're set.
Lifeworks will continue to be a resource for you and each year, we will formally check in to make sure everything is on track.