

## **DEFINING TERMS**

What is a microboard? *A microboard is a small group of committed family and friends who join together with an individual with a disability to create a non-profit organization.*

What is a microboard association? *A microboard association is an organization that a single person placement home chooses to be part of for group support and assistance. Your association has fees due annually.*

What is a single person placement home? *This is a provider that DIDD approves to provide services to an individual with intellectual or physical disabilities. A single person placement can operate on its own or choose to be a microboard and become a member of the Tennessee Association of Microboards and Cooperatives.*

## **THINGS REQUIRED TO START A SINGLE PERSON PLACEMENT HOME OR MICROBOARD**

1. Director **MUST** have computer experience. It is imperative that the person who will oversee the day to day operations of the agency have computer experience. It is impossible in this day and age to operate a business, especially with the government without a fluent understanding of computer technology.
2. DIDD only accepts applications twice a year. Open enrollment is March 1st-31st and Sept 1st-30<sup>th</sup>. This is when the Part One of the Application is due.
3. Part One of Application requires you to :
  - a. Register your business name with the Tennessee Secretary of State Office. The current fee is \$100.00.
  - b. Form a Board. The board should NOT consist of only family. There should be diversity. Ex: A group of 5 board members with no more than 2 family members.
  - c. The Executive CEO/ President of Board will have to be fingerprinted and pass a background check. Approximate fee - \$50.00.
  - d. Identify who will serve as your Director. This person also will have to be fingerprinted and pass a background check. Approximate fee- \$50.00.
4. Create a 12 month Projected Budget.
5. Provide proof of 6 months operating money on hand available to use. *Ex: If the budget is \$52,000 a year; you would have to have available (with proof) \$26,000 to operate.* This is a requirement of DIDD.
6. Attend New Provider Training set by DIDD in regions.
7. Part Two of the Application Process is done once you are approved on the first part.
8. Part Two consist of providing DIDD with Employee Policies, Provider Policies, Management Plans, Etc.

## **WHAT DOES BEING A MEMBER OF THE TENNESSEE ASSOCIATION OF MICROBOARDS AND COOPERATIVES DO?**

The Tennessee Association of Microboards and Cooperatives is there to help guide you through the application process. Although we cannot guarantee approval; we are in a position to help you not make common mistakes. We understand the DIDD requirements. If you feel you meet the necessary requirements listed above and would like to not have to invent the wheel by yourself, we would love to help. The fees for our technical assistance and membership are as follows:

1. Part One of the Application Fee is \$500.00. *Must be paid before starting.*
2. Part Two of the Application Fee is \$500.00. *Must be paid before starting.*
3. This is optional. We can set up your books, policies, etc. for an additional \$500.00 fee. *This fee goes solely towards the supplies, printing cost, etc.*
4. Annual Fees are 1% of your actual revenue received from DIDD.

Once you are up and running, the Tennessee Association of Microboards and Cooperatives is there to assist with getting you and your staff trained. We are available to answer questions and there for guidance so you don't feel alone.

DIDD and TennCare are constantly making changes. We are there to see you are up to date on these changes.

Please understand that joining the Tennessee Association of Microboards and Cooperatives is a choice. You do not have to be a member to be a single person placement home. We are an organization that helps unify single person placement homes so that we have the support and networking to help us all succeed.

## **IF YOU ARE READY TO MOVE FORWARD AND CHOOSE TO JOIN THE TENNESSEE MICROBOARD ASSOCIATION**

**Contact Stacey Baxter, Executive Director of TAMC, Inc. by email at [gage.gage@yahoo.com](mailto:gage.gage@yahoo.com)**