

## Learn to become an employer

To access funds as a Microboard or through IF – Direct Funding, the Microboard or the Agent will become the employer. There are many things to consider and learn about when becoming an employer, such as:

- the difference between employees and contractors;
- employment documents;
- payroll and bookkeeping;
- the standards and reporting process of your funding agency; and
- regulations such as Employment Standards; WorkSafeBC; and the Canada Revenue Agency.

## If you do NOT want to be the employer

A Microboard can choose not to be the employer and instead have an agreement with an agency to be the advocacy group for the individual.

With IF an Agent can decide not to be the employer and instead choose a Host Agency to provide the services.

In either of these cases you will need to identify an agency to provide the service and sign an agreement between you and the agency.

## Ways to connect and learn

Whichever course you decide to take, Microboard or Individualized Funding, we are here to help walk you through all of the above steps with direct assistance and workshops.

We also offer many ways for you to connect with others and learn, such as:

- a website with general information about Microboards and IF;
- a facebook page;
- a print newsletter that is published 3 to 4 times a year;
- regional meetings;
- regional training events; and
- linking those who want to connect with someone facing similar issues.

## How we can be contacted



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*There is no charge for our services in  
the province of B.C.*

Please see our other brochures:

**More About Microboards**

**More About Individualized Funding**

We gratefully acknowledge the funding support  
provided by:



and our generous donors.

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**MICROBOARDS  
AND  
INDIVIDUALIZED  
FUNDING**



*Vela is a non-profit society that provides information and mentoring to individuals with disabilities and their trusted others to take greater control of his/her life by exploring ideas and options that can lead to customized, inclusive and creative support and services. This can be done by:*

- forming a Microboard™; a small (micro) group of committed family and friends who join together with the individual to create a non-profit society (board). Together they help the person plan his/her life using a person-centred approach. This group can also choose to access funding and provide support services to the individual.

and/or

- accessing Individualized Funding (IF) through one of Community Living BC's (CLBC) payment options. IF allows the individual to choose someone to receive the funds directly and create the supports and services the individual needs.

### ■ Information you will need to make your decision

We will:

- clearly describe the differences between Microboards and IF;
- help you explore how a Microboard or IF can help you;
- describe the process to form a Microboard or access IF;
- walk you through the process to form a Microboard or access IF; and if requested
- assist with planning.

If you do not wish to proceed with a Microboard or IF, and don't know where to turn next, we can assist you in making additional connections with Community Living BC, other ministries, community professionals, and other agencies.

Our staff and volunteers respect that each person and his/her circumstance is unique. The decision to move forward with a model of support is very personal and may take time. **We are here to support you through the following process.**

### ■ Once you decide what is best

If you choose to form a Microboard, you will need to:

- find other like-minded people to sit on the Microboard;
- choose a name; and
- incorporate as a non-profit society.

The Microboard members will help the individual to experience a full life by:

- connecting with his/her community;
- doing fun things together;
- brainstorming and problem solving;
- advocating for what he/she needs;
- monitoring services and ensuring he/she is safe; and
- accessing funding. (Note: Not all Microboards choose to access funding.)

If you choose Individualized Funding, you and the individual will need to decide:

- who is going to act as the Agent; and
- how the funds will be managed, through:
  - Direct Funding; or
  - a Host Agency.

### ■ Completing paper work

Whichever model you choose, there are forms and paper work that must be completed. We can provide assistance throughout this process.

For a Microboard you will need to pay the required fee to register as a non-profit society and complete the following forms:

- name approval request;
- constitution and bylaws;
- address of society; and
- list of first directors.

If you choose Individualized Funding the steps you take will depend on how you want to access the funding.



For Direct Funding some of the steps include:

- naming the Agent as the individual's legal decision maker (when applicable);
- CLBC approving the Agent;
- submitting a financial credit check on the Agent for funding over \$25,000/yr.; and
- opening an "in trust" bank account, when applicable.

For a Host Agency some of the steps include:

- choosing an Agent;
- deciding on a Host Agency; and
- agreeing on your level of input to the Host Agency.

### ■ Person-Centred Planning

Once you have decided which option is best for you we can help you focus on your vision for the future. We are trained to facilitate person-centred planning, which focuses on the individual and his/her:

- hopes and dreams;
- needs and challenges; and
- likes and dislikes;

from the perspective of the individual.

### ■ A proposal for services

If you have chosen to access funds you may need to complete and submit a plan for the services you require, to your funding agency (i.e. Community Living BC, The Ministry of Health, The Ministry of Children and Family Development). The information in your plan is used to determine the amount of funding you will receive.

The plan describes:

- the individual in great detail;
- the type and cost of supports and services; and
- safeguards for the individual.

Your plan can be completed with assistance from:

- the individual's family and friends;
- your Vela Facilitator; and/or
- your local CLBC Facilitator, or appropriate representative from your funding agency.

Note: Anyone requesting IF must use a CLBC Facilitator to help complete his/her plan