



Circles of Life Conference 2023

Paying for Conference Registration and Hotel Using CLTS Funds

Can my child's Children's Long-Term Support (CLTS) Waiver or Children's Community Options Program (CCOP) funds pay for my family to attend the Circles of Life Conference?

The answer is **YES!** The Circles of Life Conference (circlesoflifeconference.com), Wisconsin's annual statewide conference for families who have children of any age with disabilities, is a great way to learn about programs and services and increase your ability to care for your child with a disability. In Wisconsin, CLTS funds can pay for conference registration for parents and the child on CLTS, and CCOP funds can cover hotel and travel costs.

Below is a step-by-step guide on how you can attend the Circles of Life Conference with help from your child's waiver funds – also see “Instructions for CWAs”

1. Contact your child's Support and Service Coordinator and let them know you are interested in attending the Circles of Life Conference (**May 11 and 12, 2023**).
2. Let the Support and Service Coordinator know that this is a training event to increase your ability to care for your child and family. The Deciding Together process can support this conversation. For more information, visit: www.dhs.wisconsin.gov/library/p-02246.htm
3. Talk with your Support and Service Coordinator about the different services and programs that can support your family's participation in this conference, including:
 - CLTS: **Family/Unpaid Caregiver Supports and Services**, a service to support access to training for parents and/or guardians and families of children with disabilities to support and foster growth for their child or youth and their family (*see Waiver Manual description on page 2*).
 - CCOP funds can be used for a variety of goods and services that benefit and support the child in their home and community with additional flexibility beyond the CLTS Waiver Program. **CCOP funds can be used to pay for a family's hotel stay and travel.**
 - Additional funds or resources identified by your family or Service Coordinator.
4. **See the instructions on page 2 for details on how to register!** If your Service Coordinator is not familiar with the conference or has any questions about whether this event can be covered by CLTS Waiver funds, contact your county's [Technical Assistance Lead](#) or **Tara Sommersberger**, Bureau of Children's Services at the Department of Health Services at tara.sommersberger2@dhs.wisconsin.gov or call **608-590-3719**.

INSTRUCTIONS FOR COUNTY WAIVER AGENCIES (CWAs):

How to Pay for Conference Registration

UW Stevens Point Continuing Education provides registration and support services for the Circles of Life Conference through processing primarily **online registration and payments**. They are not a CLTS or Medicaid provider and **do not have billing or invoicing capacity**. There are two options for payment of registration fees for families to attend this conference:

1. A CWA registers parent(s) and children using the **online registration link** and pays registration on behalf of the family; then the CWA bills the TPA.
2. The parent registers via a paper process and CWA includes a paper payment (i.e., check) with the registration form. Then the CWA bills the TPA. A paper registration form is available on the Circles website at circlesoflifeconference.com/registration

When Can I Register for the May 2023 Conference?

Conference registration will open by February 20. Go to the Circles of Life Conference website at circlesoflifeconference.com/registration/ or call UW Stevens Point at **715-346-3838**.

How Can I Learn More About the Conference?

Go to the Circles of Life Conference website - circlesoflifeconference.com - for details on the keynote, workshop sessions and other activities. Information on Gathering of Youth (a unique conference track for teens with disabilities), and Sibshop (ages 8 – 13) are also available on the conference website.

Wisconsin Medicaid Waiver Manual (page 90 and 91)

4.6.14 Family/Unpaid Caregiver Supports and Services

4.6.14.1 Definition Family/Unpaid Caregiver Supports and Services: provides education, training, and support to an unpaid caregiver of a participant that increases confidence, stamina, and empowerment to support and care for the participant. An unpaid caregiver is any person, family member, neighbor, friend, companion, or co-worker who provides uncompensated care, training, guidance, companionship or support to the waiver participant.

This service may help an unpaid caregiver to: Understand the disability of the participant, Achieve greater competence and confidence in providing support, Develop and access community and other resources and supports, Develop or enhance key parenting strategies, Increase methods for coping and learn techniques to manage challenges.

This service includes, but is not limited to: Training, instruction, or support provided in a participant's home, community, or other appropriate locations, **Conferences**, Resource materials, Online training, Family-to-family navigation, Support groups, Registration and training fees associated with formal instruction.

Source: dhs.wisconsin.gov/publications/p02256.pdf