

# PASP Consumer Advisory Council (CAC) Membership

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<h2>Mission Statement</h2>
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*The Mission of the PASP Consumer Advisory Council is . . . “to be the consumer driven voice that maintains the self directed integrity of the program and advocates for its successful implementation.”*

# Personal Assistance Services Act

## L.1987,c.350.s.1; amended 1993, c.215,2.21

[Click here to read the legislation.](#)

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## Overview and Description

### Background

The Personal Assistance Services Program (PASP) is a unique, progressive, consumer- directed program administered through the Department of Human Services, Division of Disability Services. Established in 1985, PASP provides a personal assistant to help with activities of daily living and other tasks that help the consumer achieve real independence and self-sufficiency. It is based on the principle that individuals with disabilities know best what services and supports they need.

The goal of PASP is to make it possible for persons with permanent, physical disabilities to regain their freedom, self-esteem and become functional members of the workforce and community. PASP allows the individual to control the design and delivery of their own personal care services.

Currently 529 New Jersey residents with permanent physical disabilities participate in PASP. It allows them to receive a maximum of up to 40 hours of service per week in order to maintain their independence, return to work or school and be active in the community. Participants develop the skills necessary to manage their own daily activities and supervise their personal assistants.

PASP differs vastly from medical-model programs because it is a social-model program and does not require the individual to be homebound in order to receive services. PASP permits the personal assistant to drive the consumer's vehicle to work or school, help with using public transportation and perform other functions needed to assist the consumer to be as independent and productive as possible.

To be eligible for PASP, applicants must be:

- New Jersey residents
- permanently physically disabled
- between 18 and 65 years old
- living in the community
- capable of directing and supervising their own services

PASP is a cost-effective program for the State of New Jersey. The more people with disabilities that can be integrated into the community, the more taxpayer money saved. Annually, the state pays over \$75,000 per person to house an individual in an institution, compared to the average of \$15,000 spent per individual PASP consumer. In addition to an overall better quality of life, PASP generates additional revenue once consumers become employed and begin paying both income and sales tax.

# Frequently Asked Questions

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- **What is the Personal Assistance Services Program?**
  1. Administered through the Department of Human Services, Division of Disability Services
  2. Provides assistance to hundreds of qualified adults with permanent physical disabilities (employed, in training/college, or actively volunteering)
  3. Consumers choose and control the services required to live in the community as productive citizens
  
- **How does PASP differ from other programs?**
  1. Homebound restriction of service delivery is removed. (Assistants can transport consumers to places of employment, appointments, and other errands)
  2. Consumer self-direction, not a medical model dictated by healthcare professionals
  3. No income restrictions, available to those ineligible for other programs or those who cannot afford the full cost of needed services
  4. Not an entitlement program (not to be confused with Medicaid)
  
- **How many people with disabilities have been served by PASP since its inception in 1985?**
  1. More than 1,400 working, living independently and becoming active, productive citizens
  2. Currently 529 participate
  
- **Why is PASP cost effective?**
  1. Many consumers pay a portion of the PASP services they receive
  2. Saves state health care dollars (\$75,000 per year for each nursing home resident vs. PASP average annual cost of only \$15,000 per individual consumer)
  3. Majority of PASP budget reenters the New Jersey economy as assistant's wages
  4. Generates additional revenues by allowing the disabled to be productive members of society
  
- **How does PASP have a positive affect on employment of the disabled in New Jersey?**
  1. Enables many persons with disabilities to join the work force and become positive examples for the disabled community
  2. Working PASP consumers earn, on average, substantially more than their counterparts living on Social Security Disability
  3. A higher percentage of PASP recipients with disabilities are employed than any other state program providing basic aide or assistance services
  
- **What does "Self-Directing" mean?**
  1. Self-directing refers to the Consumer's ability to independently make decisions and manage and supervise a personal assistant.

- **How can someone apply for the PASP program?**
  1. The individual should contact his/her County designated agency PASP Coordinator.
  2. The PASP Coordinator will screen for eligibility and send out an application packet.
  3. Arrangements will be made for a home visit to further determine eligibility for the program.
  
- **Is there an income cap for this program? Do consumers have to pay for the services?**
  1. There is no income cap for the program.
  2. Some individuals pay no fee for services while others pay a portion of the cost based on a sliding fee-scale.

## **About the Statewide Consumer Advisory Council**

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### **What is the Personal Assistance Services Consumer Advisory Council?**

The Personal Assistance Services Program (PASP), under the supervision of the New Jersey Department of Human Services, Division of Disability Services, is required by law to have a statewide PASP Consumer Advisory Council. The PASP Consumer Advisory Council provides a means for consumers to express opinions and views that will affect the quality of personal assistance services in New Jersey. The PASP Consumer Advisory Council is designed to review and evaluate the effectiveness of the program and to make recommendations to improve the overall program statewide.

### **How often does the Consumer Advisory Council conduct meetings?**

The PASP Consumer Advisory Council has six (6) regularly scheduled meetings located in and around the Trenton area, which are usually held every other month. The meetings usually begin at 12:00 noon and last until 3:00 p.m.

### **Do Consumer Advisory Council members receive payment for their services?**

Consumer Advisory Council members do not receive compensation for duties performed, but are reimbursed for transportation and other reasonable expenses related to serving as a Council member.

### **What are the specific requirements for membership?**

Specifically, the law requires the appointment of 21 members to the PASP Consumer Advisory Council, with one member representing each county in New Jersey. As least 75% of the members must be physically disabled consumers who are recipients of personal assistance services. Members must make a commitment to attend regular meetings, make phone contacts, and be able to participate in subcommittee activities related to making improvements in the PASP program. Membership appointments are conducted by the Commissioner of the Department of Human Services, based on recommendations provided by current Consumer Advisory Council members. An application form is attached for consumers interesting in applying for membership. All

applications should be submitted to the Consumer Advisory Council Chairperson, at the address listed below.

### How can I receive further information on the Consumer Advisory Council?

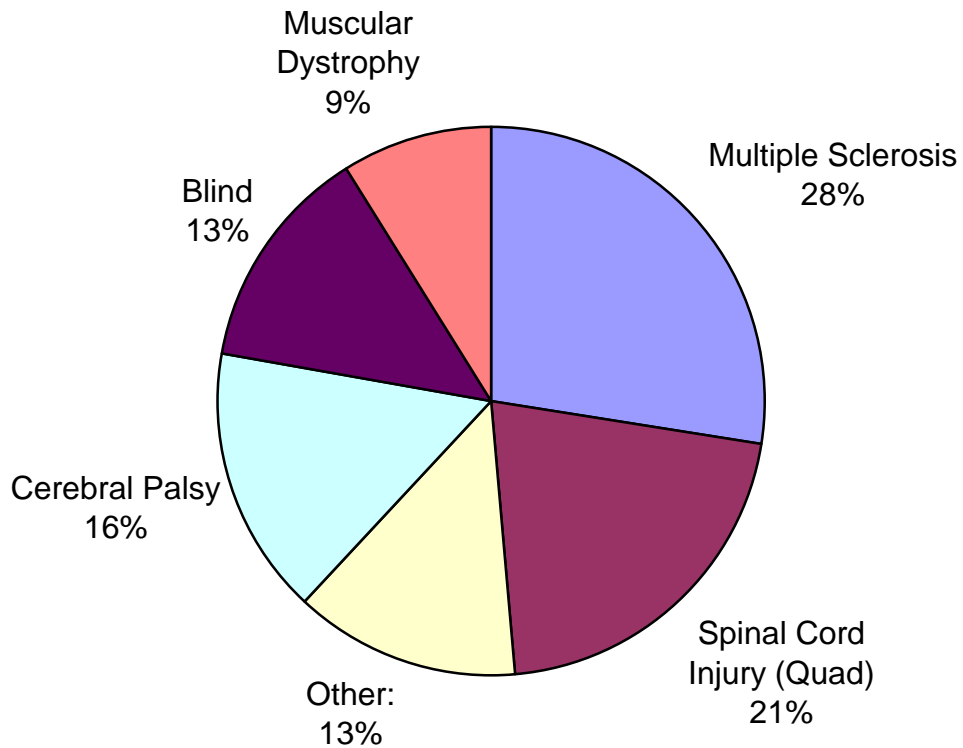
Daniel Molloie, Consumer Advisory Council Chairperson  
2 Stokes Avenue, Voorhees, New Jersey 08043  
(856) 504-3473  
danielsson@comcast.net

Kathy Vaczi, Consumer Advisory Council Vice-Chairperson  
189 Leonard Avenue  
Clarksboro, New Jersey 08020  
(856) 423-5190  
kathyvaczi@comast.net

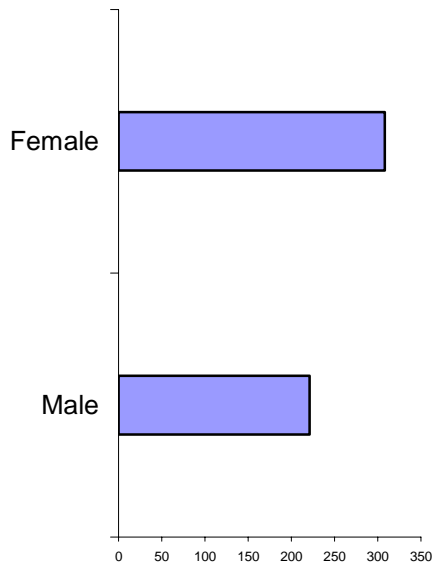
## PASP Population Distributions

**Average Consumer age: 49.4**

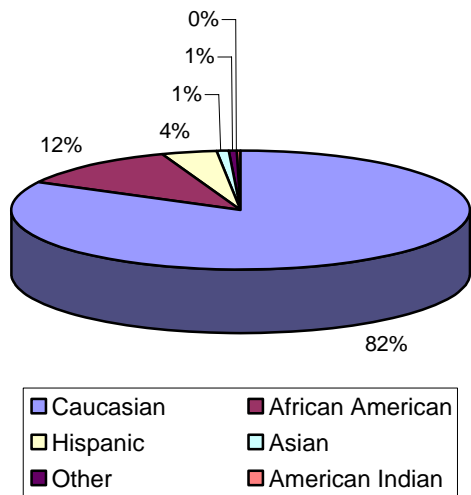
### Disability



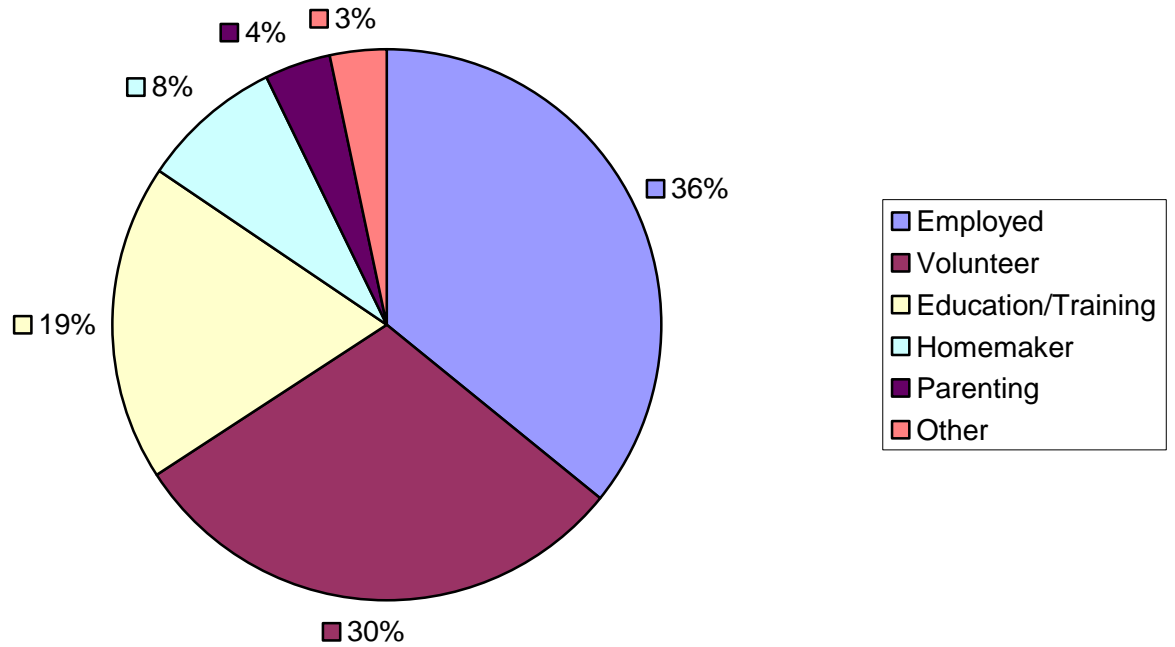
### Gender



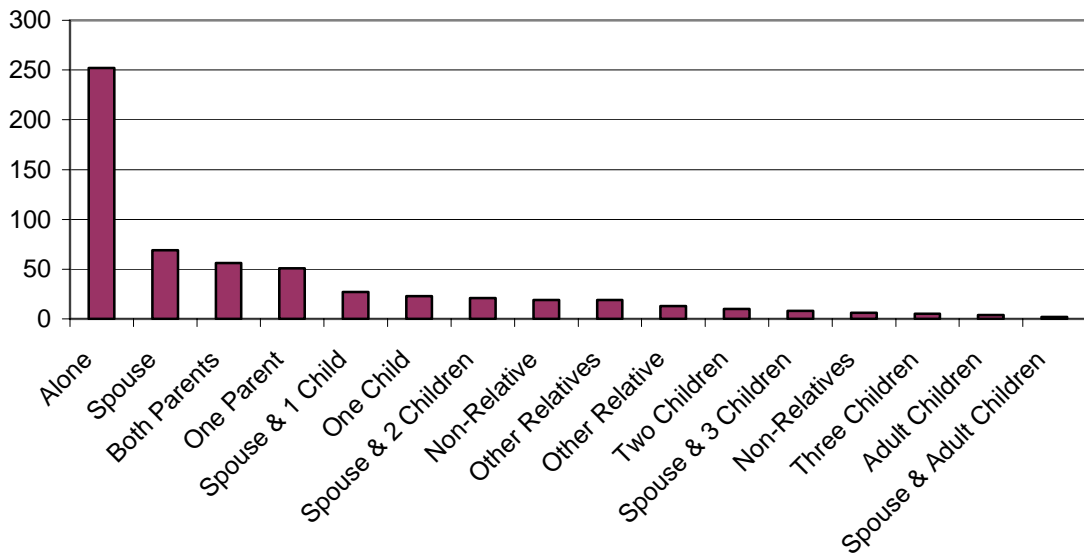
### Ethnicity



### Activity



### Living Arrangements



## Recruitment Statement

### Characteristics for Which We Will Recruit:

#### General

- 75% must be physically disabled
- Member of unrepresented County or designated position
- Access to transportation
- Representative of a diverse community
- Flexible schedule

#### Experience

- Involved in the community
- Has knowledge of PASP philosophy and program
- Has knowledge of Council and committee protocol.
- Willingness to operate under parliamentary procedure
- Knowledge of disability issues
- Experience in legislative advocacy

#### Personal

- Team player
- Enthusiastic
- Self-directing
- Not afraid to speak up - Assertive
- Capable of listening.
- Active listener that can integrate varied ideas
- Hard worker
- Cooperative vs. argumentative

#### Commitment Level

- A commitment to attend meetings
- Willingness to participate in activities that will improve the program
- Serve on a committee(s)
- Represents issues of the consumers, not just themselves
- Representative of and communicates with consumers they represent
- Ability to address problems from a broad perspective



## **Job Description**

### **PASP Consumer Advisory Council Member**

#### **Governance**

- Enforces bylaws
- Participates through discussions
- Follows meeting protocol
- Evaluates program operations
- Reviews reports of the subcommittees
  - Approves, modifies, adopts, or rejects subcommittee work
  - Works on long range plan issues identified by the Council
  - Obtains information for informed decision
- Allocates discretionary funds
- Reads and approves minutes
- Evaluates and votes on new members
- Has good attendance and participation on Council and subcommittees

#### **Representation to Community and Issues**

- Represents and advocates for consumers of PASP in their County or group
- Knows and maintains contact with consumers and coordinators, either through direct contact or as a member of the Council, and represents their concerns
- Reports back to OFD Advisory Council
- Keeps abreast of trends

#### **Issues and Policies**

- Discusses and determines activities pertinent to PASP
- Attends and advocates at State budget hearings
- Mediates/advocates for individual clients
- Serves as an advisor to the Commissioner and State Office on Disability Services

#### **Qualifications**

- Possesses and demonstrates qualities in the Recruiting Statement [\(return to top\)](#)

### **Responsibilities of a Consumer Advisory Council Member**

- Make every effort to move the PASP Program toward fulfillment of its promise to the people with disabilities, and to fulfill its operational and program responsibilities.

- Be fully informed as to the rules and procedures of the Council, and subject matters discussed at Council meetings.
- Accept assignments of committee membership or other tasks in a cooperative spirit of doing the best possible job.
- Council members are responsible for seeing to it that the Council receives all the information it needs.
- Make sure that the legislative obligations PASP Advisory Program is pursuing the policies set by the legislature and accomplishing its stated program objectives.
- Assist in working out solutions to any difficulties which threaten to deadlock the Council.
- Each Council member is responsible for acting as a two-way channel of communication between the group or institution he/she represents, and the full Council.
- Each Council member should continually assess whether the Council is organized adequately to fulfill its role of community leadership, and to propose changes that will correct any organizational problems.
- Attend all PASP Program in locating new resources, human and material.
- Know the history and purpose of the PASP.
- Advocate the needs of people with disabilities in Council meetings and in the community.

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## **Shared Values & Working Agreement**

As members of the PASP Advisory Council we agree to the following:

### **Council Meetings**

- Members are responsible to review all materials prior to meeting.
- If a Council member misses a Council meeting or a subcommittee member misses a meeting, they are responsible for getting an update of what happened.
- We should have regularly scheduled meetings, but if there is no business, then we will cancel the meeting.
- We do not intend to spend more than 25% of our meeting time on governance issues, unless there is an emergency. We can expect to spend at least 75% of our meeting time on issues and policies that affect our constituents.

- Meeting sites will provide adequate and accessible space, as well as use of alternate formats – disc, tapes, Braille, ASL interpreters

## **Subcommittees**

- All members should receive information about a subcommittee's work. If they have comments, they should be directed to the subcommittee chair and Advisory Council Chair prior to the subcommittee meeting or prior to the regular meeting of the Council. The chair brings the comments to the meeting to be discussed by the full subcommittee. The subcommittee's decision is then forwarded to the full Council. If the Council rejects the recommendations and directs the subcommittee to do more work, they must give clear directions for them to follow.
- Subcommittees will use the Action Form to report out the work of the subcommittee. Reports will be available for distribution prior to the regular Council meeting.
- We will accept or reject the recommendations of the subcommittee with limited discussion.
- Members must serve on at least one subcommittee.
- If subcommittees have not provided written information to us ahead of time, we will not act on their recommendations unless it has time constraints.

## **Meeting Behaviors**

- Work with the Council Chairperson to monitor the behavior and process of the Council at the meetings.
- Work toward common ground.
- All of us have a responsibility to alert the Council of any impediments to our functioning.
- We will make good decisions from good information. When possible, try to obtain more than one source of information.
- Treat fellow members with respect.
- Make sure that those with speech impairments are heard and understood.
- We have a responsibility to participate.
- To stay focused on the task.
- Provide effective leadership.
- Attend and follow meeting protocol.
- Expect that everyone has something to offer.

- Be punctual to the meetings.
- Attend to group over individual needs.
- We will work as independently as possible from State staff during the meeting.

### **Other**

- Support the mission of consumer voice and advocacy.
- The Membership subcommittee will be responsible for the recruitment of new members and seek those with the appropriate knowledge, with qualifications as noted in our recruitment statement.
- Respectfully represent PASP to public.

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## **CAC Fact Sheet**

### **What is the Personal Assistance Services Consumer Advisory Council?**

The Personal Assistance Services Program (PASP) under the supervision of the New Jersey Department of Human Services, Division of Disability Services, is required by law to have a statewide PASP Consumer Advisory Council. The PASP Consumer Advisory Council provides a means for consumers to express opinions and views that will effect the quality of personal assistance services in New Jersey. The PASP Consumer Advisory Council is designed to review and evaluate the effectiveness of the program, and to make recommendations to improve the overall program statewide.

### **How often does the Consumer Advisory Council conduct meetings?**

The PASP Consumer Advisory Council has four (4) regularly scheduled meetings located in and around the Trenton area. The meetings usually begin at 12:00 noon and last until 3:00 p.m.

### **Do Consumer Advisory Council members receive payment for their services?**

Consumer Advisory Council members do not receive compensation for duties performed, but are reimbursed for transportation and other reasonable expenses related to serving as a Council member.

### **What are the specific requirements for membership?**

Specifically, the law requires the appointment of 21 members to the PASP Consumer Advisory Council, with one member representing each county in New Jersey. As least 75% of the members must be physically disabled consumers who are recipients of personal assistance services. Members must make a commitment to attend regular meetings, make phone contacts, and be able to participate in subcommittee activities related to making improvements in the PASP program. Membership appointments are conducted by the Commissioner of the Department of Human Services, based on recommendations provided by current Consumer Advisory Council members. An application form is attached for consumers interesting in applying for membership. All applications should be submitted to the Consumer Advisory Council Chairperson, at the address listed below.

## **How can I receive further information on the Consumer Advisory Council?**

Daniel Molloie, Consumer Advisory Council Chairperson  
2 Stokes Avenue, Voorhees, New Jersey 08043  
(856) 656-0434  
[danielsson@comcast.net](mailto:danielsson@comcast.net)

Kathy Vaczi, Consumer Advisory Council Vice-Chairperson  
189 Leonard Avenue  
Clarksboro, New Jersey 08020  
(856) 423-5190  
[kathyvaczi@comcast.net](mailto:kathyvaczi@comcast.net)

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<p style="text-align: center;"><b>PASP Consumer Advisory Council Membership Application Form</b></p>
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[Click here for application form.](#)

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<p style="text-align: center;"><b>PASP Consumer Advisory Council Organizational By-Laws</b></p>
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[Click here for complete by-laws document.](#)

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**PASP Consumer Advisory Council  
Member Listing**

*If an individual's contact information is needed, please feel free to contact the  
Chairperson or Vice-Chairperson:*

Dan Molloie, Chairperson  
2 Stokes Avenue  
Voorhees, NJ 08043  
(home) (856) 504-3473  
(cell) (856) 912-1888  
[danielsson@comcast.net](mailto:danielsson@comcast.net)

Katherine Vaczi, Vice-Chair  
189 Leonard Ave  
Clarksboro, NJ 08020  
(home) (856) 423-5190  
(cell) (609) 970-6405  
[kathyvaczi@comcast.net](mailto:kathyvaczi@comcast.net)

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**PASP Consumer Advisory Council  
Meetings for 2009**

**Dan Molloie, Chairperson 856-504-3473**

All meetings will be held on the **2nd Monday of March, May, September and  
November**

**2009 Meeting Schedule**

**March 9, 2009**

**May 11, 2009**

**September 14, 2009**

**November 9, 2009**

***PLEASE PLACE THESE DATES ON YOUR 2008 CALENDAR AS  
REMINDERS***

All meetings will be held at the **Library for the Blind & Handicapped in West  
Trenton** unless otherwise noted.

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## **PASP Consumer Advisory Council Subcommittees**

### **Training Subcommittee - Debbie Hehir, Chairperson**

The Consumer Advisory Council Training Subcommittee provides a review of the current activities and issues surrounding the PASP training program for consumers and personal assistants, and provides recommendations to the Consumer Advisory Council on how to improve various aspects of the training program.

The Training Subcommittee is also established to lend support to the designated training agency (Community Access Unlimited) in the administration of training by evaluating the effectiveness of the current training program and addressing concerns raised on the training program.

### **Budget Subcommittee - Kathy Vaczi & Thomas Spadaro - Co-Chairpersons**

The Consumer Advisory Council Budget Subcommittee is designed to review issues that impact on funding for the Personal Assistance Services Program, such as cost share, and the reimbursement rates for the program.

The Budget Subcommittee also provides a forum for discussing various options to find increased funding for the PASP program. Discussion may also focus on locating additional funding for the program, such as the potential use of Medicaid or other Federal funding sources for use under the program.

### **Membership Subcommittee - Tinka Dawson, Chairperson**

The Consumer Advisory Council Membership Subcommittee was established in an effort to review issues related to Council membership. Responsibilities include reviewing membership structure, attendance records, new applications for membership and making revisions to existing by-laws.

The Subcommittee will also assist in the recruitment of new members and make necessary recommendations to the Consumer Advisory Council.

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**Personal Assistance Services Program  
Subcommittee Conference Call Meeting Dates  
2009**

<b>PASP Subcommittees</b>	<b>FEBRUARY</b>	<b>APRIL</b>	<b>JUNE</b>
<p style="text-align: center;"><b>Training Subcommittee 1:00 – 3:00 PM</b></p> <p style="text-align: center;">Debbie Hehir, Chair</p>	<p>Tuesday, February 24<sup>th</sup></p>	<p>Tuesday, April 28th</p>	<p>Tuesday, June 30th</p>
<p style="text-align: center;"><b>Budget Subcommittee 6:30 – 8:30 PM</b></p> <p style="text-align: center;">Kathy Vaczi, Co-Chair or Tom Spadaro, Co-Chair</p>	<p>Thursday, February 5th</p>	<p>Thursday, April 2nd</p>	<p>Thursday, June 4th</p>
<p style="text-align: center;"><b>Membership Subcommittee 1:00 – 3:00 PM</b></p> <p style="text-align: center;">Kathryn Dawson, Chair</p>	<p>Monday, February 2nd</p>	<p>Monday, April 6th</p>	<p>Monday, June 1st</p>
<b>PASP Subcommittees</b>	<b>AUGUST</b>	<b>OCTOBER</b>	<b>DECEMBER</b>
<b>Training</b>			



<b>Subcommittee</b> <b>1:00 – 3:00 PM</b>  Debbie Hehir, Chair	<b>Tuesday,</b> <b>August 25th</b>	<b>Tuesday,</b> <b>October 27th</b>	<b>Tuesday,</b> <b>December 29th</b>
<b>Budget Subcommittee</b> <b>6:30 – 8:30 PM</b>  Kathy Vaczi, Co-Chair or Tom Spadaro, Co-Chair	<b>Thursday,</b> <b>August 6th</b>	<b>Thursday,</b> <b>October 1st</b>	<b>Thursday,</b> <b>December 3rd</b>
<b>Membership Subcommittee</b> <b>1:00 – 3:00 PM</b>  Kathryn Dawson, Chair	<b>Monday,</b> <b>August 3rd</b>	<b>Monday,</b> <b>October 5th</b>	<b>Monday,</b> <b>December 7th</b>

Daniel Molloie, CAC Chairperson: (856) 504-3473

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### Legislative Roster

- Go to [www.njleg.state.nj.us](http://www.njleg.state.nj.us)
- Then click on Legislative roster (on the left, under 'Members')

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### “Telling Your Story” Outline: Preparing for Your Talk with Legislators

To prepare for your meeting with your legislator, you need to have an outline of what you want to say. The following outline will be valuable in preparing for that event. Please take the time to fill in the information below.

1. Good morning Assembly(wo)man \_\_\_\_\_, my name is \_\_\_\_\_ and I live in your district in \_\_\_\_\_,

2. Thank you for taking the time to meet with me to discuss the Personal Assistance Services Program (PASP). I am a (consumer, advocate, staff) of the program and I am here to \_\_\_\_\_

(Tell them what you want to accomplish)

3. I am also a member of the PASP Consumer Advisory Council, which is a statewide advisory group whose mission is to be the consumer driven voice that maintains the self directed integrity of the program and advocates for its successful implementation.

4. Are you aware of this program and how it helps your constituents?

5. Before we discuss the program, let me tell you a little bit about me and how my disability affects my day-to-day living.

6. Let me tell you about the program.

7. Let me tell you about the program and how it helps me.

8. Without this program, I

9. The program is currently funded at \$\_\_\_\_\_ and serves\_\_\_\_\_ persons in New Jersey.

10. The problem is that there are over \_\_\_\_\_ on the waiting list for these services statewide. Knowing what I face everyday (and I have help from PASP), it doesn't seem humane that \_\_\_\_\_ should have to go day to day without any help. It is estimated by the Department of Human Services that it would cost \$\_\_\_\_\_ to address this unmet need.

11. There are some other reasons that these individuals need should be helped.

12. As an advocate and a member of the Statewide PASP Consumer Advisory Council, I wanted to know if I could count on you to help increase the appropriation to reduce or eliminate the waiting list?

13. LET THEM RESPOND

14. IF THEY SEEM UNCOMMITTED OR NEGATIVE THEN ASK

- a. What other information would be helpful in making your decision?
- b. Listen to what they have to say. This will help us in our strategy.
- c. If they remain negative or uncommitted, thank them for their time and let them know that you will still be working on this issue, whether or not they commit to helping you. (DON'T BURN ANY BRIDGES!!)

15. IF THEY SEEM INTERESTED ASK

- a. Would they be willing to take the lead on this issue?
- b. Do they need more information?
- c. Who should we work with on their staff?
- d. If that amount is too high, what amount would they be willing toward?
- e. What should the next steps be in working with them?

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## **CAC Travel Compensation/Reimbursement**

Advisory Council members will serve without compensation, but can be reimbursed for reasonable travel and meeting expenses at \$.31/mile and \$8.00/hour for a personal assistant/driver.

Please contact the NJ Program Administrator, Carolyn Selick at 888-285-3036 or 609-633-2392.

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