

Developmental Disabilities Services

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Topic: Developmental Disabilities

Subject: Revised DD 56 Rent Subsidy Standards and Procedures

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental |
| <input type="checkbox"/> Children, Adults and Families | Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (<i>please specify</i>): DD Providers |

Message:

The DD 56 Rent Subsidy Standards and Procedures have been revised and posted to the Provider Tools website at:

<http://www.oregon.gov/DHS/spd/Pages/provtools/index.aspx>

This revision is effective 12/5/2014 and will apply towards December 2014 DD 56 Rent Subsidy invoices. It includes clarification and changes on policies, procedures and invoicing for DD 56 Rent Subsidy.

If you have any questions about this information, contact:

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|--------------------|--|-------------|--------------|
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Standards and Procedures

Office of Developmental Disabilities Services

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|--------------------------------|--------------|-----------------|-----|------------------------|-----------|
| Service Element Title: | Rent Subsidy | | | | |
| Service Element Number: | DD 56 | Version: | 4.0 | Effective Date: | 12/5/2014 |

Overview

Rent Subsidy (DD 56) is financial assistance for rent and/or other allowable housing-related costs (which includes electricity, natural gas, water and sewage only) to providers for Individuals receiving certain Department of Human Services (DHS) funded intellectual/developmental disability (I/DD) residential services.

Standards and Procedures

I. Service Authorization

A. DD 56 Services may be provided when:

1. An eligible Individual's room and board costs exceed the amount that can be billed to the Individual's federal Supplemental Security Income (SSI) or equivalent funds available to the Individual for these costs; and
2. Other resources, such as federal housing subsidies, are either unavailable or insufficient to cover the Individual's household expenses (room and board costs)

B. Rent subsidies are only authorized for Individuals receiving:

1. 24-Hour Residential Services (DD 50)
2. Children's Residential Services (DD 142)
3. Supported Living Services (DD 51) if the Individual was receiving DD 56 prior to July 1, 2011 and continues to be eligible per these Standards and Procedures. Once the Individual exits DD 51 services, these funds will no longer be available to the provider or the Individual and any payments received after the Individual has left services will be returned to DHS immediately.

C. Prior authorization from the DHS Office of Developmental Disability Services (ODDS) must be received for all DD 56 funding. This includes, but is not limited to:

1. An Individual requesting to assume a vacant slot at an authorized DD 56 site OR
2. An Individual receiving DD 51 services who is moving to a new DD 51 site

D. All requests for DD 56 funding are to be submitted to CAU.Invoice@state.or.us. ODDS will review the request and determine the effective date and monthly rate. ODDS will send notification to the Provider if the request has been approved or denied. No retroactive effective dates will be authorized. This request must include, but is not limited to:

1. Individual's name and prime number,
2. Site Address,
3. Requested Effective Date,
4. Statement of confirmation that the Individual qualifies for DD 56 Rent Subsidy per these Standards and Procedures,
5. An accepted Client Prior Authorization (CPA) for the requested site must be in the eXPRS Payment and Reporting System (eXPRS) for the effective date requested and
6. Rent Subsidy Budget Worksheet when applicable (see V. Rent Subsidy Budget Worksheets).

E. Continuing authorization of DD 56 Services must be made consistent with these Standards and Procedures and be authorized by ODDS.

F. DD 56 Services are authorized for a specific site and the Individuals in that site who qualify for DD 56 Services and have been authorized to receive DD 56 Services by ODDS. If an Individual leaves a DD 50 or DD 142 site authorized to receive DD 56 Services, the funds are to remain with the authorized site to be used for new qualified Individuals (once approved by ODDS). DD 56 funds do not transfer with the Individual to another site,

county or provider. Funds awarded to a site are to stay with that site until the site no longer qualifies for DD 56 Services. DD 56 funds are not transferable between service settings, sites, counties or providers.

G. If a DD 51 Individual who is receiving DD 56 Services moves from one DD 51 site to another DD 51 site, the Individual can request to transfer the DD 56 funds with them to their new site if the new site qualifies for DD 56 Services per these Standards and Procedures. Prior authorization from ODDS must be obtained for the transfer of funds to the new site. A Rent Subsidy Budget Worksheet for the new DD 51 site will be required to be submitted to CAU.Invoice@state.or.us with the initial request for the transfer. The Rent Subsidy Budget Worksheet will determine if the new site qualifies financially for DD 56 funds and what the funding rate will be. The rate at the new DD 51 site will be no more than the rate from the previous site and could be reduced. Transferring between DD 51 sites includes a transfer to a new site with:

1. the same provider;
2. a new provider; or
3. the same provider but in a different county.

II. General Performance Requirements

1. All Individuals receiving DD 56 Services funded through an agreement between the CDDP, Providers and DHS (the Agreement) must be eligible for I/DD services under OAR Chapter 411, Division 320.
2. Providers are to expend DD 56 funds awarded to them by DHS towards rent/lease/mortgage, electricity, natural gas, water and sewage for the site the funds are authorized for only.
3. Providers of DD 56 Services funded through the Agreement must apply and maintain active application for "Section 8" or other housing subsidies available through the applicable local housing authority, for the Individuals to whom the Provider furnishes DD 56 Services under the Agreement, for the residential sites at which such Individuals reside, or for both, if appropriate. Documentation of application, approval or denial, must be kept in the Individual's file. This documentation is to be made available to the CDDP and/or DHS upon request.

4. For each Individual, the Provider must apply for "Section 8" or other housing subsidies within sixty (60) days of the date the Provider begins providing DD 56 Services funded through the Agreement. With respect to a facility, the Provider must apply for "Section 8" or other housing subsidies within sixty (60) days of the date the Provider begins using a facility in which an Individual receiving DD 56 Services from Provider resides. However, if the first opportunity set by the local housing authority to submit applications falls after the end of the foregoing sixty (60) day period, the provider must apply at the first opportunity set by the local housing authority.
5. A provider receiving DD 56 Services for Individuals receiving DD 50 or DD 142 must, upon the Individual exiting the site, notify ODDS within fourteen (14) days by submitting the information to CAU.Invoice@state.or.us .
6. A provider receiving DD 56 Services for an Individual in DD 51 must, upon the Individual exiting DD 51 services, notify ODDS within fourteen (14) days by submitting the information to CAU.Invoice@state.or.us . The provider will no longer be authorized to receive funds for that site or the Individual.

III. Special Reporting Requirements

- A. Providers of DD 56 Services funded through DHS must provide written notification to ODDS within two weeks (14 days) after any approvals of Section 8 or any other housing subsidies are received for Individuals and/or facilities described above. Submit notification to CAU.Invoice@state.or.us . Such notification must include, but is not limited to:
 1. The name(s) of Individuals and/or facilities for which subsidies have been approved;
 2. The sources and amounts of the subsidies itemized by Individual and/or by facility;
 3. The effective date of the subsidy.
 4. A Rent Subsidy Budget Worksheet must be completed and submitted for each site.

- B. The award for DD 56 Services in eXPRS under the Agreement is established through negotiations between DHS and the Provider. DHS may, at its discretion, develop a standardized application form to be completed prior to any new or expanded award and, periodically but no less frequently than annually, to justify continuation of DD 56 funding under the Agreement. Any such applications must be completed using forms and procedures designated by DHS.
- C. DHS may request at any time other information in regards to the use of DD 56 services or the justification of such services at any given service site.

IV. Billing and Payment Procedures

- A. DD 56 funding will be paid to the provider by the provider submitting a DHS designated invoice to DHS at CAU.Invoice@state.or.us. Funds will be released in a Provider Prior Authorization (PPA) in eXPRS directly to the provider upon receipt of a fully completed and accurate DD 56 Rent Subsidy DHS Contractor Invoice and a Rent Subsidy Budget Worksheet (as applicable).
- B. If an Individual moves out of an authorized site receiving DD 56 funds, this creates a vacant slot. DHS does not pay for vacant slots at any time.
- C. A vacant slot may remain vacant for up to 6 months in order for the provider to locate a new resident. If at the end of the 6 months the slot is still vacant, then the DD 56 funding will be removed from the provider and returned to DHS.

V. Rent Subsidy Budget Worksheets:

- A. All providers of DD 56 will be required to complete a DHS designated Rent Subsidy Budget Worksheet for each site awarded DD 56 funding. This form can be requested by sending an email to CAU.Invoice@state.or.us.
- B. A Rent Subsidy Budget Worksheet is to be completed:
 - 1. with the first invoice of each biennium (July 1 of odd years);
 - 2. when the Federal government authorizes a cost of living adjustment (COLA) for SSI.
 - 3. any time a DD 56 Individual in a DD 51 site moves to a new DD 51 site;

4. any time there is a change to the rent/mortgage/lease and/or the utilities that equal a combined total of 100.00 or more;
 5. when there is no longer a rent/mortgage/lease payment for an authorized site;
 6. when Section 8 or other housing subsidies are awarded to an Individual or site;
 7. any time that DHS requests it; and
 8. when a licensed capacity change occurs for DD 50 or 142 sites, or the available capacity changes in a DD 51 site. This form is to be completed within two weeks of the licensed or available capacity change.
- C. The Rent Subsidy Budget calculates the amount that could be paid to each person living in the home for rent subsidy (Amount per unit). The budget worksheets are populated with the current Federal expectation of the amount of SSI to be used for rent. Only the Individuals in the home and authorized by ODDS to receive DD 56 Rent Subsidy will be paid either the Amount per unit or the previously assigned rate, whichever one is less. ODDS will review this worksheet and determine the monthly rate(s) for DD 56. If the budget worksheet:
1. Shows a negative or zero amount per unit, then there is no financial need for DD 56 Rent Subsidy. The amount to be paid is zero.
 2. Amount per unit is less than the amount previously authorized by DHS, and then the DD 56 rate will be reduced to match the budget worksheet's amount per unit.
 3. Shows the amount per unit that is higher than the amount previously authorized by the DHS, then there will be no change to the current DD 56 rate. Due to budgetary limits, there will be no increase to a DD 56 rate.

D. When the Federal government authorizes a COLA for SSI, a Rent Subsidy Budget Worksheet will need to be completed with the change in allowable rent. ODDS will revise the Rent Subsidy Budget Worksheet template and send out to providers to complete prior to any changes in the monthly rate for DD 56 will go in to effect.

1. The Rent Subsidy Budget must be fully completed and returned in the time designated by ODDS. ODDS will give a minimum of two weeks for this process. The specific timeframe will be given in writing when ODDS requests this form to be completed.
2. ODDS will review the budgets to determine any changes to the monthly rates for DD 56.
3. A revised invoice template will be created and sent out to the provider with the new monthly rates.
4. DHS will hold DD 56 payments if a Rent Subsidy Budget worksheet is required or has been requested until it is received and processed.

VI. DD 56 Rent Subsidy DHS Contractor Invoice:

- A. A DD 56 Rent Subsidy DHS Contractor Invoice must be completed and submitted monthly by the provider to CAU.Invoice@state.or.us . This invoice must be fully completed and accurate in order for ODDS to submit a PPA for payment. If any information or documentation is missing or incomplete, the invoice will be returned to the provider to correct. The provider is responsible to correct any errors and return a fully completed and accurate invoice back to ODDS for payment within the time allotted.
- B. All fully completed and accurate DD 56 invoices are to be received by DHS within 45 days from the end of the service month. Any invoices received after this time period will not be paid by ODDS.
- C. Invoices are only to be submitted for Individuals and sites that have been authorized by ODDS.
- D. Invoices for the current month can be submitted on or after the 16th of each month. Invoices for future months will be returned to the provider without payment. Invoices for the current month received prior to the 16th

of the month will be sent back to the provider and will need to be resubmitted on or after the 16th of the month for payment.

- E. In order for an Individual to qualify for rent subsidy, that Individual must be in the approved DD 56 site from at least the 1st to 15th of the month. If the Individual moves in after the 15th of the month, the rent subsidy will be paid out the following month. If the Individual moves out before the 15th of the month, no rent subsidy will be paid for that month. DD 56 is not a prorated service.
- F. Payments are normally processed on the 1st and 15th of each month. If the 1st or the 15th falls on a weekend or holiday, payments will be processed the following business day.

VII. Settlement and Quality Assurance

- A. Settlement for DD 56 funds will reconcile any discrepancies that may have occurred during the term of the Agreement between actual DHS disbursements of funds awarded for DD 56 Services and amounts due for such Services on a monthly basis and additionally at the end of each biennium. Information requested as part of the Settlement process must be submitted as requested and within the timeframe designated by DHS. The Provider is fully responsible for the accuracy of the information submitted to DHS.
- B. All final DD 56 invoices are to be submitted to ODDS no later than 45 days from the end of the biennium.
- C. Quality Assurance reviews will be conducted for DD 56 Services.