

Service Element DD 56 Standards and Procedures

Effective Date: October 1, 2017
Service Name: Rent Subsidy
Service ID Code: DD 56

1. Overview.

DD 56 Rent Subsidy provides funding for rent and other allowable housing-related costs that are paid to Providers of residential sites for Individuals receiving certain Department of Human Services (DHS) funded Intellectual/Developmental Disability (I/DD) Services. Allowable housing-related costs are for electricity, natural gas, water, and sewer only.

2. Standards and Procedures.

a. Authorization

(1) DD 56 Rent Subsidy may be authorized when:

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

(2) DD 56 Rent Subsidies are only authorized for Individuals receiving:

- (a) DD 50 Residential Facilities Services; or
- (b) DD 142 Children's Residential Facilities Services

Individuals receiving rent subsidy prior to July 1, 2011 in DD51 Supported Living Service are grandfathered in until they leave these sites. Once the Individual exits DD 51 Supported Living Services, the DD 56 Rent Subsidy funds will no longer be available for a Supported Living Site. Any payments the Provider receives after the date the Individual is no longer eligible for DD 51 Supported Living Services, must be returned to DHS immediately.

- (3) The monthly rate for DD 56 Rent Subsidy in eXPRS is established by DHS using the approved budget form and periodically, but no less than biennially, to justify continuation of DD 56 Rent Subsidy funding. All budget forms must be completed using the procedures designated by DHS.
- (4) DD 56 Rent Subsidy for an Individual must be initially authorized in advance by the DHS Office of Developmental Disability Services (ODDS). The advance authorization applies to, but is not limited to:

- (a) An Individual's request to assume a vacant slot at a DD 56 Rent Subsidy authorized site; or
 - (b) An Individual receiving DD 51 Supported Living Services who is moving to a new DD 50 Service site. Advanced authorization does not apply to Individuals moving from one DD 51 site to another DD 51 site.
- (5) Provider will submit all requests for DD 56 funding for Individuals to ODDS Chief Operations Officer (COO) via leaann.stutheit@state.or.us, or other method as designated by the ODDS COO. ODDS COO will review the DD 56 Rent Subsidy request and will determine the effective date and allowable monthly rate. The COO will notify the Provider if the DD 56 Rent Subsidy request has been approved or denied. The COO will not approve retroactive requests for DD 56 Rent Subsidy.

The DD 56 Rent Subsidy request must include, but is not limited to:

- (a) Individual's name,
 - (b) Individual's prime number,
 - (c) Address of the Provider's site,
 - (d) Requested effective date,
 - (e) An accepted eXPRS Client Prior Authorization (CPA) matching the requested effective date for services at the requested Provider site; and
 - (f) A completed Rent Subsidy Budget Worksheet for the site, as described in Section 2 of this S&P.
- (6) ODDS COO or designee, will authorize DD 56 Rent Subsidy for a specific Provider site and the Individuals in that site who qualify for DD 56 Rent Subsidy.
- (a) DD 56 Rent Subsidy funds authorized to a specific Provider site do not transfer with an Individual who moves to another of the Provider's sites, relocates to another County, or moves to a different Provider. DD 56 funds awarded to a specific Provider site stay with that specific site until the site is no longer authorized DD 56 Rent Subsidy.
 - (b) If an Individual authorized to receive DD 56 Rent Subsidy leaves a DD 50 Residential Facility, or a DD 142 Children's Residential Facility, the DD 56 funds will remain with the vacancy at the specific DD 56 Rent Subsidy authorized site at a maximum of six months. Funds may be used for new Individuals, enrolled prior the six months of the available site, who qualify for and are approved by ODDS COO to receive DD 56 funds.
 - (c) Provider must actively work with the Case Management Entity (CME) to fill the vacancy of a DD 50 Residential Facility, or a DD

142 Children's Residential Facility, the DD 56 Rent Subsidy amount associated with the exiting Individual will continue to be paid to the Provider for a maximum vacancy period of six months. Should the Provider be unable to fill the DD 50 or DD 142 vacancy by the end of the six-month vacancy period, the DD 56 Rent Subsidy vacancy payments shall end.

- (d) Should a new DD 56 Rent Subsidy-qualified Individual move into the DD 50 or DD 142 vacancy prior to the end of the six-month vacancy payment period, the Provider must submit a Rent Subsidy Budget Worksheet for the home and the Individual. Individuals moving into the vacancy after six months must request funding as a new ask.
- (e) Authorization from ODDS COO or designee must be obtained in advance of the transfer of DD 56 funds to any new location.

b. General Performance Requirements

- (1) All Individuals receiving DD 56 Rent Subsidy Funds by DHS must be eligible for I/DD Services under OAR Chapter 411, Division 320.
- (2) Providers will only expend DD 56 Rent Subsidy funds awarded to them by ODDS for rent, lease, or mortgage, electricity, natural gas, and water and sewer for the specific site authorized in the award.
- (3) Providers of Services to Individuals eligible for the DD 56 Rent Subsidy will apply and maintain an active application for Section 8 or other housing subsidies available through the applicable local housing authority for the Individual or for the residential sites at which such Individuals reside, or for both, if appropriate prior to requesting rent subsidies. Documentation of the Provider's application and the approval or denial must be kept in the Individual's file with the Provider. Provider will make this documentation available to the CDDP or DHS upon request.
- (4) Providers of DD 56 Rent Subsidy must provide written notification to DHS of any approvals of Section 8, or any other housing subsidies, for Individuals or residential sites, within 14 calendar days of receipt of the approval. Provider's notifications must be submitted to ODDS COO via CAU.Invoice@state.or.us and must include, but are not limited to:
 - (a) The names(s) of Individuals or residential sits for which subsidies have been approved;
 - (b) The address of the applicable residential site;
 - (c) The sources and amounts of the subsidies itemized by Individual or by the residential site;
 - (d) The effective date of each subsidy; and
 - (e) A Rent Subsidy Budget Worksheet for each site.

- (5) A Provider receiving DD 56 Rent Subsidy for an Individual receiving DD 50 Residential Facility Services of DD 142 Children's Residential Facility Services must, when the Individual exits the site, notify DHS, within 14 calendar days of the exit date, by submitting to the ODDS COO via CAU.Invoice@state.or.us the following information:
 - (a) Individual's name
 - (b) Individual's prime number
 - (c) Address of the residential site, and
 - (d) Exit or effective date.
- (6) A Provider receiving DD 56 Rent Subsidy for an Individual receiving DD 51 Supported Living Services must, when the Individual exits the DD 51 Services, notify DHS, within 14 calendar days of the exit date, by submitting to the ODDS COO via CAU.Invoice@state.or.us the following information:
 - (a) Individual's name
 - (b) Individual's prime number
 - (c) Address of the residential location, and
 - (d) Exit or effective date.

3. Billing and Payment Procedures

- a. Provider will submit a DD 56 Rent Subsidy Contractor Invoice and a Rent Subsidy Budget Worksheet, when applicable, to CAU.Invoice@state.or.us.
- b. Upon receipt of a complete and accurate Provider Invoice and, if applicable, a Rent Subsidy Budget Worksheet, DD 56 funds will be released directly to the Provider via a eXPRS Provider Prior Authorization
- c. If billing for a vacancy the invoice must indicate that as a separate line item and must indicate the month (one of six) that you are billing. For example the invoice line item for the first month should indicate Vacancy 1st Month and continue until the vacancy is filled or until you have billed for the allowed six months.

4. Rent Subsidy Budget Worksheets

- a. All Providers of DD 56 Rent Subsidy Services will be required to complete a DHS designated Rent Subsidy Budget Worksheet for each site awarded DD 56 Rent Subsidy funding. This Worksheet can be obtained by sending an email request to CAU.Invoice@state.or.us.
- b. A Rent Subsidy Budget Worksheet is to be completed by the Provider under the following conditions:
 - (1) When the federal government authorizes a cost of living adjustment (COLA) for SSI;

- (2) Any time there is an increase or decrease to the rent, mortgage, or lease amount or the allowable utilities costs that equals a combined total of 100.00 or more;
- (3) When there is no longer a rent, mortgage, or lease payment for a DD 56 Rent Subsidy authorized site;
- (4) Upon a DHS request; and
- (5) When a licensed capacity change occurs for a DD 50 Residential Facilities Services or DD 142 Children's Residential Facilities Services site, or the available capacity changes in a DD 51 Supported Living Services location.

Unless otherwise specified in the S&P or the DHS request, the Rent Subsidy Budget Worksheet must be completed by the Provider within 14 calendar days of the condition that created the need for the worksheet.

- c. The Rent Subsidy Budget Worksheet calculates the DD 56 Rent Subsidy amount per unit that could be paid to the provider on behalf of each IDD person living at the Provider's residential site. The Budget Worksheet is populated with the current or expected federal amount of SSI used for rent. Only the Individuals at the Provider's residential site who are authorized by DHS to receive DD 56 Rent Subsidy will be used in the calculations for either the amount per unit or the previously assigned rate, whichever is less. Funding determinations are based on available funding.
- d. ODDS COO will review the submitted Budget Worksheet and will determine the monthly rate(s) for DD 56 Rent Subsidy. If the Budget Worksheet:
 - (1) Shows a negative or zero amount per unit, there is no financial need for DD 56 Rent Subsidy. The Rent Subsidy amount to be paid to the Provider for the Individual is zero.
 - (2) Shows an amount per unit that is less than the amount previously authorized for the Individual, the Individual's DD 56 Rent Subsidy rate will be reduced to match the per unit amount noted in the current Budget Worksheet.
 - (3) Shows an amount per unit that is higher than the amount previously authorized for the Individual, there will be no change to the current DD 56 Rent Subsidy rate. Due to DHS budgetary limitations, there can be no increase to a DD 56 Rent Subsidy rate.
- e. When the federal government authorizes a COLA for SSI, DHS will revise the Rent Subsidy Budget Worksheet template and will send the new template to Providers. The revised Budget Worksheet must be completed with the change in allowable rent before any changes in the monthly rate for DD 56 Rent Subsidy will be effective.
 - (1) Provider must complete and return the revised Rent Subsidy Budget Worksheet to ODDS within a minimum of 14 calendar days, or by the otherwise specified timeframe provided by DHS in writing.

- (2) CAU will review the completed Budget Worksheets to determine if any changes to the monthly rates for DD 56 Rent Subsidy are required, based upon the criteria specified in section 4. d. above.
- (3) In cases where a new monthly rate is identified, DHS will create a revised Contractor Invoice template and will send the revised template to the Provider
- (4) If a Rent Subsidy Budget Worksheet is required or has been requested, DD 56 Rent Subsidy payments will not be released to the Provider until the Budget Worksheet has been received and processed by CAU.

5. DD 56 Rent Subsidy DHS Contractor Invoice

- a. A DD 56 Rent Subsidy Contractor Invoice must be completed by the Provider and submitted monthly via CAU.Invoice@state.or.us by the 15th of each month. The Contractor Invoice must be complete and accurate to allow submission of an eXPRS PPA for Provider payment. The Contractor Invoice will be returned to the Provider to correct, if any required information or documentation is missing, incomplete or inaccurate. The Provider is responsible to correct any errors and return the complete and accurate Contractor Invoice to ODDS for payment within the time allotted in paragraph b, below.
- b. All complete and accurate DD 56 Rent Subsidy Contractor Invoices are to be received by DHS within 45 calendar days from the end of the service month. Any Contractor Invoices received after this time period may not be paid.
- c. Contractor Invoices are to be submitted only for Individuals and sites with DD 56 Rent Subsidy authorization.
- d. DHS will not prorate DD 56 Rent Subsidy payments. A newly approved Individual must be in the approved DD 56 Rent Subsidy site from at least the 1st to the 15th of the month to qualify for Rent Subsidy for that month. If an Individual moves into the site after the 15th of the month, the DD 56 Rent Subsidy will be paid to the provider beginning with the following month.

6. Settlement and Quality Assurance

- a. Settlement will be used to confirm and reconcile any discrepancies that may have occurred between actual DHS disbursements of funding awarded for DD 56 Rent Subsidy Services and the amount of qualifying billable Services actually delivered on a monthly basis and at the end of each biennium. Information requested by DHS as part of the Settlement process must be submitted to DHS within the timeframe designated by DHS. The Provider is fully responsible for the accuracy of the information submitted to DHS.
- b. DHS may conduct quality assurance reviews of the Provider's adherence to the DD 56 Rent Subsidy S&P.