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**Number:** APD-AR-15-072  
**Issue date:** 12/11/2015

**Topic:** Developmental Disabilities

**Due date:** 01/01/2016

**Subject:** Room & Board  
 Developmental Disabilities DD 56 Rent Subsidy and DD 156 General Fund

**Applies to (check all that apply):**

- All DHS employees
- Area Agencies on Aging
- Aging and People with Disabilities
- Self Sufficiency Programs
- County DD Program Managers
- ODDS Children's Residential Services
- Child Welfare Programs
- County Mental Health Directors Health Services
- Office of Developmental Disabilities Services(ODDS)
- ODDS Children's Intensive In Home Services
- Stabilization and Crisis Unit (SACU)
- Other (please specify):

**Action Required:**

The Social Security Administration will not be implementing Cost of Living Adjustment (COLA) for Social Security recipients as of January 1, 2016. The full SSI standard (known as the Federal Benefit Rate or FBR) for one person will remain at \$733.00 per month which includes:

<u>Room &amp; Board</u>	<u>Personal Incidental Funds</u>
570.00	163.00

**General Fund Room & Board:**

For authorized individuals receiving General Fund Room & Board (DD 156), the monthly rate will remain at \$733.00. Community Developmental Disability Programs (CDDPs) will need to request continued funding at this monthly rate. This request is to be submitted to the Office of Developmental Disability Services (ODDS) at [CAU.Invoice@state.or.us](mailto:CAU.Invoice@state.or.us).

**Rent Subsidy:**

For Rent Subsidy (DD 56) the difference between room & board and the amount of room & board to be used for food (per OAR 461-155-0250) determines the amount allowable for rent from SSI. This amount is part of the calculations to determine the monthly rate for Rent Subsidy. As there is no SSI COLA increase in 2016 there is no change in rate, and the rates are as follows as of January 1, 2016:

<u>Room &amp; Board</u>	<u>Amount of R&amp;B to be used for food</u>	<u>Allowable Rent from SSI (R&amp;B minus food)</u>
570.00	174.67	395.33

Per the Rent Subsidy Standards and Procedures, a Rent Subsidy Budget is to be completed annually for all specific settings currently receiving Rent Subsidy. This budget should reflect changes to rent/lease/mortgage payments and utilities in the last year. The budget should also include any changes in:

Licensed capacity for:

- DD 50 (Adult Residential settings),
- DD 142 (Children Residential settings)

Actual capacity for:

- DD 51 (Supported Living settings)

All Developmental Disability (DD) Providers currently receiving Rent Subsidy (DD 56) will receive an email with the new 2016 Rent Subsidy Budget Worksheet template along with instructions of how to complete the form. The email will be sent out to providers receiving Rent Subsidy (DD 56) services within two (2) weeks of this transmittal.

The 2016 Rent Subsidy Budget Worksheet will need to be completed by the DD Provider for each specific setting currently receiving Rent Subsidy (DD56) and submitted to [CAU.Invoice@state.or.us](mailto:CAU.Invoice@state.or.us) by the deadline indicated in the email that includes the 2016 Rent Subsidy Budget Worksheet template. Rent Subsidy Budget Worksheets are not to be filled out for settings that are not receiving Rent Subsidy (DD 56).

DD Providers will not be able to submit Rent Subsidy DHS Contractor Invoices for services for January 2016 and forward until the 2016 Rent Subsidy Budget Worksheets are received, reviewed and approved by the ODDS Contract

Administration Unit.

The 2016 Rent Subsidy Budget Worksheet(s) will be sent to the email address that is currently on the DD Provider's Rent Subsidy DHS Contractor Invoice template(s). If this email address is no longer valid or the template(s) needs to be sent to another person, please contact Kristina DiMatteo at [CAU.Invoice@state.or.us](mailto:CAU.Invoice@state.or.us) as soon as possible.

Once received from the Provider, the 2016 Rent Subsidy Budget worksheet(s) will be analyzed to determine if there will be a change in the Rent Subsidy monthly rate. There will be no increase to the Rent Subsidy total monthly rate for a setting or for an individual due to this review. Providers will see their total monthly rate for the site either remain the same or be reduced.

Changes to the Rent Subsidy monthly rate will be effective January 1, 2016. Providers will be notified via email of any changes to the Rent Subsidy total monthly rate for each setting or that the monthly rates will remain the same. With this email notification providers will also receive an updated Rent Subsidy DHS Contractor Invoice template(s) to use for services from January 1, 2016 forward.

The previous version of the Rent Subsidy DHS Contractor Invoice template(s) is only to be used for services for July 1, 2015 to December 31, 2015. Rent Subsidy DHS Contractor Invoices submitted on an old template for services beginning January 1, 2016, will not be processed for payment. DD Providers will be required to resubmit the Rent Subsidy DHS Contractor Invoice(s) on the correct template if this occurs. Rent Subsidy DHS Contractor Invoices for services for January 1, 2016 forward cannot to be submitted until the DD Provider has received the new DHS Contractor Invoice template(s) from the ODDS Contracts Administration Unit.

**Reason for action:**

To inform DD Providers of Room & Board rates for SSI recipients and requirements for continued funding for DD 56 Rent Subsidy and DD 156 General Fund Room & Board.

**Field/stakeholder review:**       Yes       No

**If yes, reviewed by:** CDDPs and DD Providers

*If you have any questions about this action request, contact:*

<b>Contact(s):</b>	Kristina DiMatteo		
<b>Phone:</b>	503-947-5180	<b>Fax:</b>	503-373-7274
<b>Email:</b>	<a href="mailto:Kristina.M.DiMatteo@state.or.us">Kristina.M.DiMatteo@state.or.us</a> or <a href="mailto:CAU.Invoice@state.or.us">CAU.Invoice@state.or.us</a>		