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Number: APD-AR-17-080
Issue date: 12/15/2017

Topic: Developmental Disabilities

Due date:

Subject: ODDS DD 56 Rent Subsidy and DD 156 General Fund Room & Board

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 Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (please specify): ODDS Operations |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

The Social Security Administration will be implementing a 2% Cost of Living Adjustment (COLA) for Social Security recipients as of January 1, 2018. The full Supplemental Security Income (SSI) standard (known as the Federal Benefit Rate or FBR) for one person will increase from \$735.00 to \$750.00 per month which includes:

<u>Room & Board</u>	<u>Room Only</u>	<u>Personal Incidental Funds</u>
583.00	\$227.33	167.00

General Fund Room & Board:

For authorized Intellectual/Developmental Disabilities (I/DD) Individuals receiving General Fund Room & Board (DD 156), the monthly rate will increase to \$750.00. Community Developmental Disabilities Programs (CDDPs) will need to request continued funding at the revised monthly rate of \$750.00. Requests for DD 156 funding are to be submitted to the Office of Developmental Disabilities Services (ODDS) Contract Administration Unit (CAU) at

CAU.Invoice@state.or.us following the DD 156 General Fund Room & Board Standards and Procedures.

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 the SSI. This amount is part of the calculations used to determine the monthly rate for Rent Subsidy. As there is a 2 % SSI COLA increase effective January 1, 2018 the rates are as follows as of January 1, 2018:

<u>Room & Board</u>	<u>Amount of R&B to be used for food</u>	<u>Allowable Rent from SSI (R&B minus food)</u>
583.00	179.00	404.00

Per the DD 56 Rent Subsidy Standards and Procedures, a Rent Subsidy Budget worksheet is to be completed annually for all I/DD residential sites currently receiving DD 56 funding. This budget is required to reflect changes to the rent/lease/mortgage payments and allowable utilities in the last calendar year. The Rent Subsidy Budget worksheet will also include any changes to licensed capacity for DD 50 Adult Residential settings and DD 142 Children’s Residential Settings, actual capacity for DD 51 Supported Living settings and Other housing subsidies.

All I/DD Providers currently receiving DD 56 funding will receive an email from ODDS CAU with the January 2018 Rent Subsidy Budget Worksheet template. This email will be sent out to I/DD Providers currently receiving DD 56 funding within two (2) calendar weeks from the date of this transmittal.

The January 2018 Rent Subsidy Budget Worksheet will need to be fully completed by the I/DD Provider for each I/DD residential site currently receiving DD 56 funding and submit them to CAU.Invoice@state.or.us by the deadline indicated in the email referenced above. Rent Subsidy Budget Worksheets are not to be filled out for I/DD residential sites that are not receiving DD 56 funding.

I/DD Providers will not be able to submit Rent Subsidy DHS Contractor Invoices for payment for services for January 2018 and forward until the January 2018 Rent Subsidy Budget Worksheets are received, reviewed and approved by ODDS CAU.

The January 2018 Rent Subsidy Budget Worksheet(s) will be sent by the CAU Invoice email box to the I/DD Provider’s email address that is currently on the DD Provider’s Rent Subsidy DHS Contractor Invoice of the most current invoice submitted for payment. If this email address is no longer valid or the January 2018 Rent Subsidy Budget Worksheet(s) needs to be

sent to another person at the I/DD Provider agency, please contact Samuel Matthews at CAU.Invoice@state.or.us as soon as possible.

Once received from the I/DD Provider, the January 2018 Rent Subsidy Budget worksheet(s) will be analyzed to determine if there will be a change in the DD 56 monthly rate. There will be no increases to the DD 56 total monthly rate for any I/DD residential sites. I/DD Providers will see their total monthly DD 56 rate for the authorized site either remain the same rate as of December 2017 or reduced based on the January 2018 Rent Subsidy Budget Worksheet(s) submitted to ODDS CAU.

Changes to the DD 56 monthly rate will be effective January 1, 2018. I/DD Providers will be notified via email by ODDS CAU of any changes to the DD 56 total monthly rate or that the monthly DD 56 rate(s) will not change. With this email notification, I/DD Providers will also receive an updated Rent Subsidy DHS Contractor Invoice template(s) to use for services beginning January 1, 2018.

The previous version of the Rent Subsidy DHS Contractor Invoice template(s) is only to be used for services for January 1, 2017 to December 31, 2017. Rent Subsidy DHS Contractor Invoices submitted on an old template for services for January 2017 forward, will not be processed for payment by ODDS CAU. ODDS CAU will notify the I/DD Provider that they will be required to resubmit the Rent Subsidy DHS Contractor Invoice(s) on the current template if this occurs. Rent Subsidy DHS Contractor Invoices for services for January 2018 forward can not be submitted to ODDS CAU until the I/DD Provider has received the new DHS Contractor Invoice template(s) from the ODDS CAU.

Reason for action:

To inform I/DD Providers of Room & Board rate changes 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:

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

Contact(s):	Samuel Matthews		
Phone:	503-947-2310	Fax:	
Email:	CAU.Invoice@state.or.us		