

Policy Transmittal Aging and People with Disabilities



Mike McCormick

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Number: APD-PT-19-013

Issue date: 3/29/2019

Topic: Long Term Care

Due date:

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Type B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Independent Choices Program (ICP)		
Policy/rule number(s):	411-030-0100	Release number:	
Effective date:	Immediately	Expiration date:	
References:			
Web address:	http://www.dhs.state.or.us/policy/spd/rules/411_030.pdf		

Discussion/interpretation: In an effort to streamline ICP related workload for case managers (CMs) and to empower ICP participants to better meet their needs, individuals who are not required to pay (FICA/FUTA/SUTA) taxes for their employee(s) or have not used their entire ICP cash benefit for a calendar month are no longer required to return that money to the Department, until such time that their ICP benefit is ended. Participants may keep that money in their ICP checking account for future employee wages or contingency/discretionary funds. This money may not be co-mingled with other assets and must be directly related to the participants health, safety and independence.

If the ICP participant is not routinely using their monthly cash benefit, the CM should discuss the service plan with the individual to determine if a reduction is appropriate.

If an ICP participant is not sure if they must pay taxes or not, they should contact the Internal Revenue Service or a tax professional for information. Staff should not give tax advice. You can find some web links and resources for who to call on the [ICP page](#) to assist participants in getting more information.

Implementation/transition instructions:

Training/communication plan: CO will be sending a letter to all ICP participants informing them of this change.

Local/branch action required: Case managers will need to carefully review consumers' ICP checking accounts at each six-month budget review to ensure the cash benefit is being used correctly and to adjust the service plan as appropriate when the hours and cash benefit is not appropriately capturing the consumer's needs.

Central office action required: CO has updated the ICP Worker Guide, the ICP Participant Handbook (form server version still needs to be updated), the Program Overview for Consumers, the Participant and Representative Agreement forms and have posted all updated forms on the CM Tools site on the ICP webpage. Central Office is sending a letter to all current ICP participants notifying them of this change. A copy of this letter is posted on the CM Tools website Independent Choices page titled 'ICP Letter to Participants Explaining Discontinuing Requirement to Return Cash Benefit'.

Field/stakeholder review: Yes No

If yes, reviewed by: Ops Review Committee

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Christine Maciel - Medicaid APD Services and Supports Policy Analyst	
Phone: 541-471-3830	Fax:
Email: Christine.C.Maciel@dhsosha.state.or.us	