Contribution to Costs

Policy and Procedure Overview
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OVERVIEW

District of Columbia law requires persons applying for or receiving certain residential supports to contribute to the cost of that care.

The Contribution to Costs (CTC) policy and procedure implements the *Contribution to Costs of Supports Fund Amendment Act of 2016* [D.C. Official Code § §7-761.05] and associated municipal regulations 29 DCMR § §13100 to 13102 and 13199 [published Nov. 30, 2018].

Applies to persons receiving and providers delivering the following services:

- Residential Habilitation
- Supported Living
- Host Home
- Other locally funded residential services
The contribution amount will be based on evidence of a person’s **income and assets**.

Relevant financial documentation will be submitted to the Service Coordinator during the person’s initial intake process and at least annually, as part of the ISP and IFP process.

A person’s contribution shall be calculated as the maximum monthly SSI amount minus $100 for the personal needs allowance (PNA).
The CTC policy and procedure become effective on **October 1, 2021**.

- Contributions for those **entering service**, on or after October 1, 2021, may begin on the first day of the month following the person’s initial ISP meeting.
- For those **already in service** on October 1, 2021 who have not contributed, collections will begin six months after ISP or six-month review meeting (phased-in).
COLLECTION RESPONSIBILITIES AND NON-PAYMENT

First Occurrence of Non-Payment
- Notify DDS of non-payment within five (5) calendar days
- Interview person for non-payment reason

Invalid Reason for Non-Payment
- Send notice to person detailing amount owed and requesting payment
- Make up to three (3) attempts to collect

Refusal or Pattern of Non-Payment
- Provider may move to discharge the person from residential supports
- DDS may pay provider if the person doesn’t pay required contribution

Three Months of Non-Payment
- DDS may begin process of terminating the person’s residential supports
- DDS will provide 30 days written notice of due process rights

If the person has a representative payee, that rep. pay is responsible for ensuring payment is made to the residential provider. If the person does not have a rep. payee, the residential provider is responsible for collecting the person’s contribution. DDS will reduce the provider’s payment by the contribution amount.
ONGOING TRACKING AND SUPPORT

SCPD Review of Contribution
As part of the ISP process, the Service Coordinator will annually review the person’s financial documentation and re-calculate the required contribution if necessary.

Adjustments to the required contribution will be reflected in the person’s IFP, the supports budget in MCIS as well as the provider’s purchase order.

The person or provider should continue to notify DDS of significant income changes which affect the person’s public benefits amount.

QAPMA Annual Review
Quality Assurance and Performance Management Administration will annually conduct a sample review of documents associated persons required to pay contributions.

Documents include those concerning:
- all funds collected by the service provider,
- the handling and deposit of the person’s funds into any account, and
- the justification and documentation for the use of funds.
QUESTIONS?

For further information regarding the policy, please contact:

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