



LIFE. YOUR WAY.
Department on
Disability Services

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

CALCULATING THE CONTRIBUTION

Income and Assets include but are not limited to:

- Wages
- Checking and savings accounts
- Social Security Income (SSI)
- Social Security Disability Income (SSDI)
- Veteran Benefits
- Other income (pensions, earned income, gambling proceeds, damages awards, inheritances, etc.)
- Other statutory benefits

The income of a spouse or domestic partner of a person shall be considered part of the person's income.

The contribution amount will be based evidence of a person's **income and assets**.

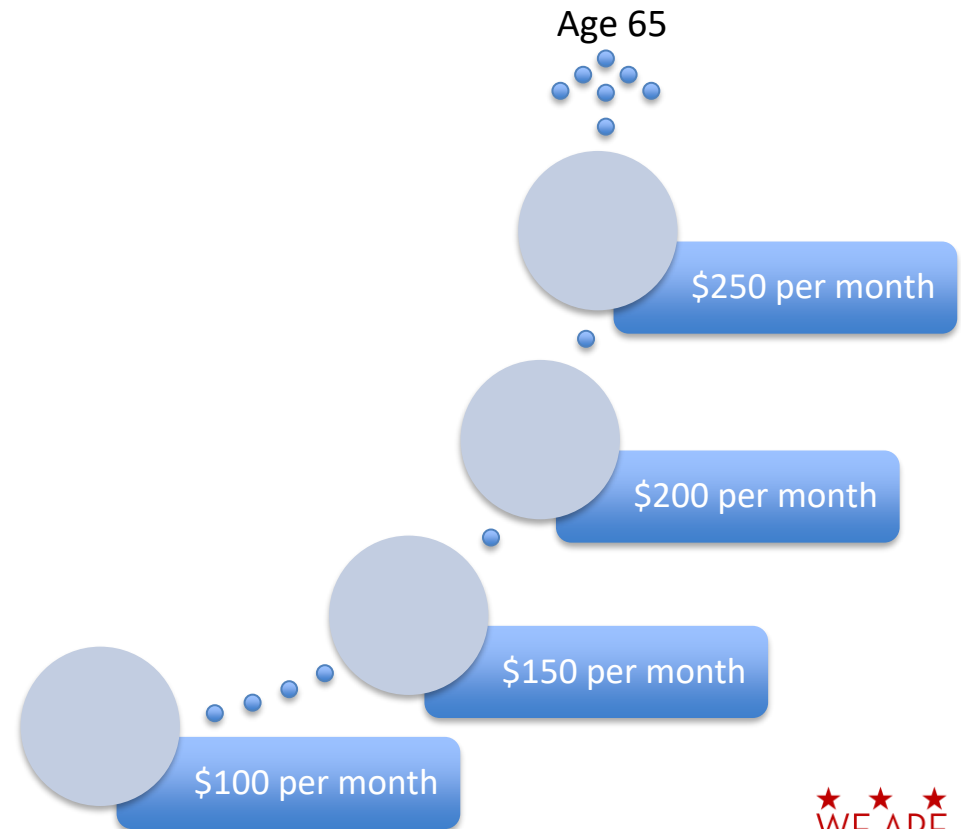
Relevant financial documentation will be submitted to the Service Coordinator during the person's initial intake process and at least annually, as part of the ISP and IFP process.

A person's contribution shall be calculated as the maximum monthly SSI amount minus \$100 for the personal needs allowance (PNA).

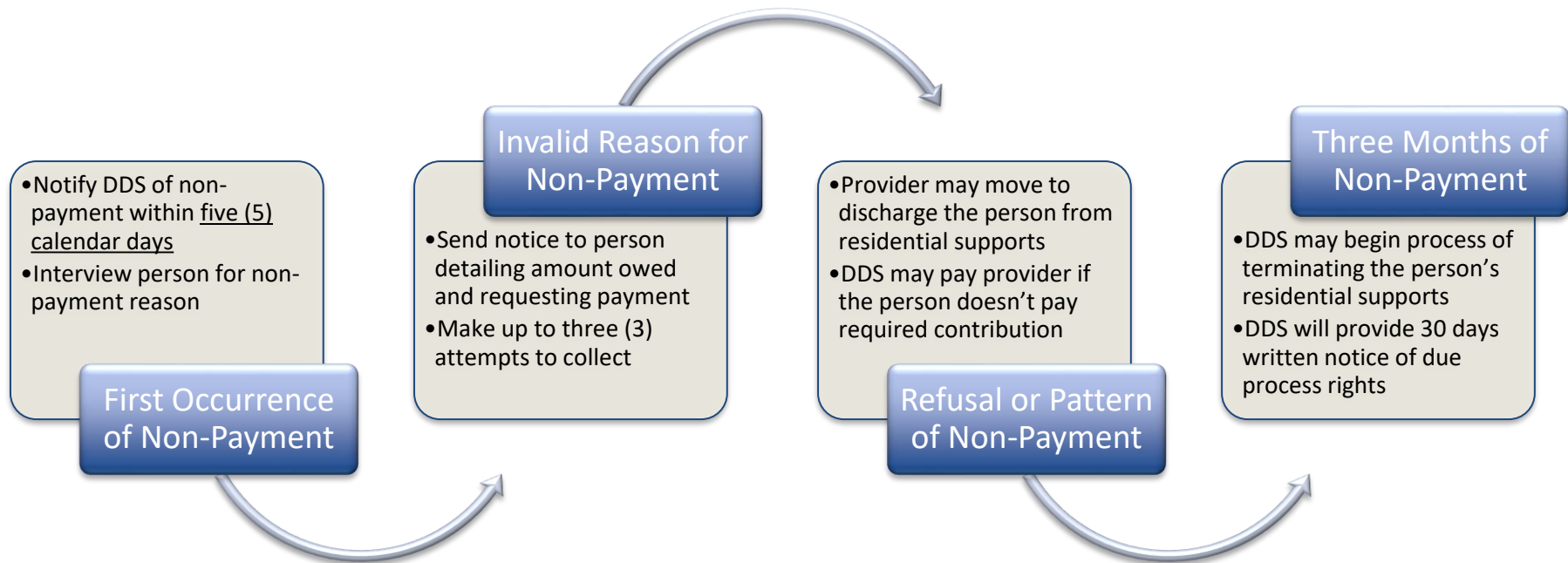
COLLECTING THE CONTRIBUTION

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



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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