




GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

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DDS TRANSMITTAL# 22-13

TO: All Developmental Disabilities Administration (DDA) Residential Providers

FROM: Shasta Brown, Deputy Director of Quality Assurance and Performance Management Administration (QAPMA) 

DATE: October 24, 2022

RE: Implementation of the Contribution to Cost of Residential Support Policy and Procedures

The Department on Disabilities Services (DDS) releases the transmittal to inform the residential providers that DDA will fully implement the Contribution to Cost of Residential Supports Policy and Procedure, effective November 1, 2022. This transmittal is in accordance with the **DDS Transmittal 21-03: Contributions to Cost of Residential Supports Policy and Procedures**. *The attached Contributions of Cost of Residential Supports Policy and Procedures dated September 7, 2021, [Contributions to Costs | dds \(dc.gov\)](https://www.dds.dc.gov/contributions-to-costs).*

Please read the policy and procedures in detail. Provided below are some highlights:

- People who receive or request DDA residential supports are required to apply for and maintain eligibility for all public benefits for which they may be eligible, and provide the benefit awards letters, including updates on changes to that information, to their Service Coordinator and residential provider.
- A person's financial and benefits information will be used by the Service Coordinator to calculate a person's required contribution to costs of residential supports.
- A person entering DDA residential supports on or after October 1, 2021, will contribute to the costs of those supports in the first month following the effective date of the Individual Support Plan (ISP).
- A person receiving DDA residential supports prior to October 1, 2021 who has not been contributing to the cost of their residential supports, will begin contributing to the costs of residential supports approximately six months after their next annual ISP meeting or six-month review meeting, during which the contribution amount will be calculated. The person will initially contribute at a reduced rate that will be increased on an annual basis, starting at \$100 per month in the first year.

- *Effective immediately, Service Coordinators will schedule meetings to discuss payment arrangements for people who have been sending checks/money orders for his/her contributions to cost of residential supports to DDS. The residential provider will receive the payment beginning November 1, 2022.*
- *Effective November 1, 2022, Service Coordinators will facilitate the discussion to amend the Individual Financial Plan (IFP) to include the contribution to cost of residential support at the person's next ISP or six-month review meeting.*
- Residential providers are required to collect the contribution to costs of residential amounts from people to whom they provide residential services.
- A person may request a Recalculation of the amount or Reconsideration of DDA's determination that the person has a responsibility to pay contribution to costs of residential supports. Additionally, a person may file a complaint in the DDA Formal Complaint System to contest DDA or the provider's application of the Contribution to Costs of Residential Supports Policy or Procedure to the person.
- If a person fails to provide the necessary financial documentation or fails to pay the required contribution, then DDS or the provider may exercise additional options up to discontinuation of residential supports.

Providers are required to ensure that the Agency's Contribution to Cost of Residential Supports policy and procedures are updated to date, and employees have been trained and prepared to present the agency's policy and procedures.

If you have any questions about this transmittal, please contact: Shasta Brown, Deputy Director of QAPMA, at 202-730-1754 or shasta.brown@dc.gov or Winslow Woodland, Deputy Director of DDA, at 202-730-1618 or winslow.woodland@dc.gov.