## D \* \* \* LIFE, YOUR WAY.

## GOVERNMENT OF THE DISTRICT OF COLUMBIA

## **DEPARTMENT ON DISABILITY SERVICES**

Andrew Reese, Director

One Independence Square 250 E Street, SW, Washington, DC 20024 202.730.1700 | www.dds.dc.gov

## DDS TRANSMITTAL# 23-?

TO: Developmental Disabilities Administration (DDA) Residential, Day, and

**Employment Providers** 

FROM: Shasta Brown, Deputy Director of Quality Assurance and Performance

**Management Administration (QAPMA)** 

**DATE:** June 29, 2023

**RE:** Personal Protective Equipment Reimbursement

The Department on Disability Services (DDS), Developmental Disabilities Administration (DDA), releases this transmittal to inform the DDA provider community that per the Appendix K, One-Time Payment for PPE: The District reimburses IDD and IFS waiver providers up to a one-time payment of \$250 per person supported, per provider to assist in the purchase of personal protective equipment (PPE) during the public health emergency (PHE). The funds are paid to providers per year on a cost reimbursable basis.

Provided below are the types of PPE that are eligible for reimbursement.

- 1. Face Shields
- 2. Protective glasses
- 3. Face Mask
- 4. Hand Sanitizer
- 5. Gloves

Residential, Day, and Employment providers who submitted documentation last year were reimbursed for the above PPE purchased during the 1<sup>st</sup> year of the PHE (March 11, 2020 to March 10, 2021). Moving forward, the documentation will be submitted by fiscal year (FY). To receive reimbursement for PPE purchased from March 11, 2021 to September 30, 2023, the following documentation must be emailed to your agency's assigned Quality Resource Specialist (QRS) by COB, July 24, 2023. *Exclude PPE purchases for people who reside in an ICF's from the total*.

- 1. Provider census: Person's name, address, and service authorized (residential and/or day/employment as of September 30, 2021 and September 30, 2022.
  - For example:





Date	Person's name	Address Service Authorize	
30-Sep-		123 L Street, NW, Washington,	
22	Jane Doe	DC 20202	Supported Living
30-Sep-		345 Larry Pl, SE, Washington,	
22	John Doe	DC 22200	Day Habilitation
30-Sep-		345 Larry Pl, SE, Washington,	Employment
22	Charlie Mack	DC 22200	Readiness

- 2. Provider Invoice: Itemize the PPE items list on the corresponding receipts and/or invoice from a company.
  - Separate the invoices: March 11, 2021 to September 30, 2021 and FY 22 (October 1, 2021 to September 30, 2022).
  - For example:

Receipt	Purchase			
#	Date	Company	Description	Amount
		Fort		
		Lincoln		
1	5/24/2022	Pharmacy	Face mask	\$635.87
2	6/2/2022	Amazon	Latex gloves	\$244.60
			Total	\$880.47

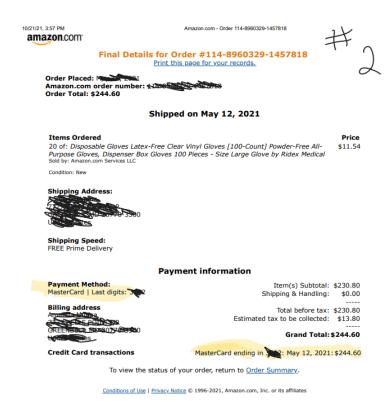
- 3. Receipts: highlight the PPE items; total the cost for PPE items if additional purchases are included on the receipt.
  - Group receipt by the above dates.
  - For example:







- 4. Invoice for online purchases: highlight the PPE items; total the cost for PPE items if additional purchases are included on the receipt.
  - Group the invoices by the above dates.
  - The invoice must include proof of payment.
  - For example:



If you have questions, please contact Shasta Brown, Deputy Director of QAPMA at <a href="mailto:shasta.brown@dc.gov">shasta.brown@dc.gov</a> or Dianne Jackson, Quality Resource Supervisor at <a href="mailto:dianne.jackson3@dc.gov">dianne.jackson3@dc.gov</a>.

