




GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT ON DISABILITY SERVICES

Andrew Reese, Director  
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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

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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 Authorized
30-Sep-22	Jane Doe	123 L Street, NW, Washington, DC 20202	Supported Living
30-Sep-22	John Doe	345 Larry Pl, SE, Washington, DC 22200	Day Habilitation
30-Sep-22	Charlie Mack	345 Larry Pl, SE, Washington, DC 22200	Employment 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
1	5/24/2022	Fort Lincoln 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:

# 1

**FORT LINCOLN PHARMACY**  
3180 BLADENSBURG RD NE  
WASHINGTON, DC 20018  
2022690000

20-Mar-2020 4:15:18P  
Transaction **101082**  
12 Aseptex Surgical Mask \$599.88

**Subtotal** \$599.88  
**Tax** \$35.99

**Total** \$635.87  
**CREDIT CARD SALE** \$635.87  
**AMEX 2020**

Retain this copy for statement validation

20-Mar-2020 4:15:30P  
\$635.87 | Method: SWIPED  
Auth: [REDACTED]  
Ref #: 008000517731 | Auth #: 552142  
MID: \*\*\*\*\*  
AthNtwkNm: [REDACTED]  
SIGNATURE VERIFIED

\*\*\*Same Day Return Policy on Medical Supplies and Uniforms\*\*\*



WWWYST1GTJ8KGM

Order 1EYG1NX2CBK3Y  
Clover Privacy Policy  
<https://clover.com/privacy>

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:

10/21/21, 3:57 PM Amazon.com - Order 114-8960329-1457818

**amazon.com** # 2

**Final Details for Order #114-8960329-1457818**  
[Print this page for your records.](#)

Order Placed: ~~██████████~~  
 Amazon.com order number: ~~██████████~~  
 Order Total: \$244.60

**Shipped on May 12, 2021**

Items Ordered	Price
20 of: Disposable Gloves Latex-Free Clear Vinyl Gloves [100-Count] Powder-Free All-Purpose Gloves, Dispenser Box Gloves 100 Pieces - Size Large Glove by Ridex Medical <small>Sold by: Amazon.com Services LLC</small>	\$11.54
<small>Condition: New</small>	

**Shipping Address:**  
~~██████████~~  
~~██████████~~  
~~██████████~~  
 US

**Shipping Speed:**  
 FREE Prime Delivery

**Payment information**

<b>Payment Method:</b> MasterCard   Last digits: <del>██████</del>	Item(s) Subtotal: \$230.80
	Shipping & Handling: \$0.00
	-----
	Total before tax: \$230.80
	Estimated tax to be collected: \$13.80
	-----
	<b>Grand Total: \$244.60</b>

**Billing address**  
~~██████████~~  
~~██████████~~  
 GREENSBORO, NC 27407-0999  
~~██████████~~

**Credit Card transactions** MasterCard ending in ~~██████~~: May 12, 2021: \$244.60

To view the status of your order, return to [Order Summary](#).

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If you have questions, please contact Shasta Brown, Deputy Director of QAPMA at [shasta.brown@dc.gov](mailto:shasta.brown@dc.gov) or Dianne Jackson, Quality Resource Supervisor at [dianne.jackson3@dc.gov](mailto:dianne.jackson3@dc.gov).