

Standards and Procedures

Office of Developmental Disabilities Services

Service Element Title:	Rent Subsidy				
Service Element Number:	DD 56	Version:	5.0	Effective Date:	7/1/2015

I. Overview

DD 56 Rent Subsidy provides funding for rent and other allowable housing-related costs that are paid to Providers of residential sites for Individuals receiving certain Department of Human Services (DHS) funded Intellectual/Developmental Disability (I/DD) Services. Allowable housing-related costs are for electricity, natural gas, water, and sewer only.

II. Standards and Procedures

a. Service Authorization

- (1) DD 56 Rent Subsidy may be provided when:
 - (a) An eligible Individual's room and board costs exceed the amount that can be billed to the Individual's federal Supplemental Security Income (SSI) or equivalent sources of funds available to the Individual for these costs; and
 - (b) Other resources, such as federal housing subsidies, are either unavailable or insufficient to cover the Individual's household expenses, such as room and board costs.
- (2) DD 56 Rent Subsidies are only authorized for Individuals receiving:
 - (a) DD 50 Residential Facilities Services; or
 - (b) DD 142 Children's Residential Facilities Services; or
 - (c) DD 51 Supported Living Services, if the Individual was receiving DD 56 Rent Subsidy prior to July 1, 2011, and continues to be eligible to receive DD 56 Rent Subsidy under these Standards and Procedures (S&P).

Once the Individual exits DD 51 Supported Living Services, the DD 56 Rent Subsidy funds will no longer be available to the Provider or the Individual. Any payments Provider receives, after the date the Individual is no longer eligible for DD 51 Supported Living Services, will be returned to DHS immediately.

- (3) The monthly rate for DD 56 Rent Subsidy in eXPRS is established by DHS. DHS may, at its discretion, develop a standardized application form to be completed by the Provider prior to any new or expanded DD 56 Rent Subsidy award and, periodically but no less than annually, to justify

continuation of DD 56 Rent Subsidy funding. Any such applications must be completed using the procedures designated by DHS.

- (4) DD 56 Rent Subsidy for an Individual must be authorized in advance by the DHS Office of Developmental Disability Services (ODDS). The advance authorization applies to, but is not limited to:
 - (a) An Individual's request to assume a vacant slot at a DD 56 Rent Subsidy authorized site; or
 - (b) An Individual receiving DD 51 Supported Living Services who is moving to a new DD 51 Service site.
- (5) Provider will submit all requests for DD 56 Rent Subsidy funding for Individuals to CAU.Invoice@state.or.us. ODDS will review the DD 56 Rent Subsidy request and will determine the effective date and monthly rate. ODDS will notify the Provider if the DD 56 Rent Subsidy request has been approved or denied. ODDS will not approve retroactive requests for DD 56 Rent Subsidy.

The DD 56 Rent Subsidy request must include, but is not limited to:

- (a) Individual's name,
 - (b) Individual's prime number,
 - (c) Address of the Provider's site,
 - (d) Requested effective date,
 - (e) A written statement confirming that the Individual qualifies for DD 56 Rent Subsidy under this S&P,
 - (f) An accepted Client Prior Authorization (CPA) for the requested Provider site in eXPRS for the requested effective date, and
 - (g) A Rent Subsidy Budget Worksheet for the site as described in Section 4 of this S&P.
- (6) ODDS will authorize continuing DD 56 Rent Subsidy for an eligible Individual when the DD 56 Services are in compliance with this S&P.
 - (7) ODDS will authorize DD 56 Rent Subsidy for a specific Provider site and the Individuals in that site who qualify for DD 56 Rent Subsidy.
 - (a) If an Individual leaves a DD 50 Residential Facility, or a DD 142 Children's Residential Facility, that has been authorized to receive DD 56 Rent Subsidy, the DD 56 funds remain with the DD 56 Rent Subsidy authorized site and will be used for new qualified Individuals approved by ODDS for DD 56 funds.
 - (b) DD 56 Rent Subsidy funds do not transfer with the Individual to another site, County or Provider. DD 56 funds are awarded to a Provider's site and stay with that site until the site is no longer authorized for DD 56 Rent Subsidy.
 - (c) DD 56 Rent Subsidy funds are not transferable between service settings, sites, counties or Providers.

- (8) An Individual receiving DD 51 Supported Living Services and DD 56 Rent Subsidy, who moves from one DD 51 authorized site to another DD 51 authorized site, may request that the DD 56 Rent Subsidy funds to be transferred to the new DD 51 site, if the new site qualifies for DD 56 Rent Subsidy under this S&P.
- (a) Authorization from ODDS must be obtained in advance of the transfer of DD 56 funds to the new site.
 - (b) A Rent Subsidy Budget Worksheet for the new DD 51 site must be submitted to CAU.Invoice@state.or.us with the Individual's request to transfer the DD 56 Rent Subsidy funds. ODDS will use the Rent Subsidy Budget Worksheet to determine if the new DD 51 site qualifies financially for DD 56 funds and what the Individual's funding rate will be.
 - (c) The DD 56 Rent Subsidy funding rate at the Individual's new DD 51 site will be no more than the rate at the previous site and may be reduced.
 - (d) Transferring between DD 51 sites includes a transfer to a new DD 51 site with:
 - i. the same Provider;
 - ii. a new Provider; or
 - iii. the same Provider but in a different county.

b. General Performance Requirements

- (1) All Individuals receiving DD 56 Rent Subsidy funded by DHS must be eligible for I/DD services under OAR Chapter 411, Division 320.
- (2) Providers will only expend DD 56 Rent Subsidy funds awarded to them by ODDS for rent, lease, or mortgage, electricity, natural gas, and water and sewer for the specific site authorized in the award.
- (3) Providers of Services to Individuals eligible for the DD 56 Rent Subsidy will apply and maintain an active application for Section 8 or other housing subsidies available through the applicable local housing authority for the Individuals or for the residential sites at which such Individuals reside, or for both, if appropriate. Documentation of the Provider's application and the approval or denial must be kept in the Individual's file with the Provider. Provider will make this documentation available to the County or DHS upon request.
- (4) For each Individual eligible for DD 56 Rent Subsidy, the Provider must apply for Section 8, or other housing subsidies, within 60 calendar days of the date the Provider begins providing the ODDS authorized DD 56 Rent Subsidy Services.

For each residential site in which Individuals receiving DD 56 funds reside, the Provider must apply for Section 8 or other housing subsidies, within 60 calendar days of the date the Provider begins using the residential site.

The Provider must submit the application for housing subsidies to the local housing authority at the first opportunity set by the authority, if the first

opportunity falls after the end of the 60 calendar day period described above.

- (5) Providers of DD 56 Rent Subsidy Services must provide written notification to DHS of any approvals of Section 8, or any other housing subsidies, for Individuals or residential sites, within 14 calendar days of receipt of the approval. Provider's notifications must be submitted to CAU.Invoice@state.or.us and must include, but are not limited to:
 - (a) The name(s) of Individuals or residential sites for which subsidies have been approved;
 - (b) The address of the applicable residential site;
 - (c) The sources and amounts of the subsidies itemized by Individual or by residential site;
 - (d) The effective date of each subsidy; and
 - (e) A Rent Subsidy Budget Worksheet for each site.
- (6) A Provider receiving DD 56 Rent Subsidy for an Individual receiving DD 50 Residential Facility Services or DD 142 Children's Residential Facility Services must, when the Individual exits the site, notify DHS, within 14 calendar days of the exit date, by submitting the following information, at a minimum, to CAU.Invoice@state.or.us :
 - (a) Individual's name,
 - (b) Individual's prime number,
 - (c) Address of the residential site, and
 - (d) Exit or effective date.
- (7) A Provider receiving DD 56 Rent Subsidy for an Individual receiving DD 51 Supported Living Services must, when the Individual exits the DD 51 Services, notify DHS, within 14 calendar days of the exit date, by submitting the following information, at a minimum, to CAU.Invoice@state.or.us . The Provider will no longer be authorized to receive DD 56 Rent Subsidy funds for the Individual, for the authorized site, or both.
 - (a) Individual's name,
 - (b) Individual's prime number,
 - (c) Address of the residential site, and
 - (d) Exit or effective date.

c. Special Reporting Requirements

At any time, DHS may request special reports or other information about the use of DD 56 Rent Subsidy or the justification of such Rent Subsidy at any given site from County or Provider. DHS will provide instructions and a reasonable timeframe for delivery of the requested reports or information.

1. Billing and Payment Procedures.

- a. Provider will submit a DD 56 Rent Subsidy Contractor Invoice to CAU.Invoice@state.or.us. DD 56 funds will be released in a Provider Prior Authorization (PPA) in eXPRS directly to the Provider upon receipt of a completed and accurate Contractor Invoice and a Rent Subsidy Budget Worksheet if applicable.
- b. Provider will not submit a DD 56 Rent Subsidy Contractor Invoice, and DHS will not pay a Provider, for "vacant slots" at any time. A vacant slot at a Provider's site occurs when an Individual moves out of an authorized site, which has been receiving DD 56 Rent Subsidy, creating a vacant slot.
- c. A vacant slot at a Provider's site may remain vacant for up to six months in order for the Provider to locate a new Individual who is eligible for DD 56 Rent Subsidy. At the end of the six months, if the slot is still vacant, the DD 56 Rent Subsidy funding will be removed from the Provider's authorization and any unexpended DD 56 funds will be returned to DHS.

2. Rent Subsidy Budget Worksheets.

- a. All Providers of DD 56 Rent Subsidy Services will be required to complete a DHS designated Rent Subsidy Budget Worksheet for each site awarded DD 56 Rent Subsidy funding. This Worksheet can be obtained by sending an email request to CAU.Invoice@state.or.us.
- b. A Rent Subsidy Budget Worksheet is to be completed by the Provider under the following conditions:
 - (1) With the first invoice of each biennium (July 1 of odd years);
 - (2) When the federal government authorizes a cost of living adjustment (COLA) for SSI;
 - (3) Any time a DD 56 Rent Subsidy eligible Individual in a DD 51 Supported Living Services site moves to a new DD 51 Supported Living Services site;
 - (4) Any time there is a change to the rent, mortgage, or lease amount or the allowable utilities costs that equals a combined total of \$100.00 or more;
 - (5) When there is no longer a rent, mortgage, or lease payment for a DD56 Rent Subsidy authorized site;
 - (6) When Section 8 or other housing subsidies are awarded to an Individual or a site;
 - (7) Any time DHS requests it; and
 - (8) When a licensed capacity change occurs for a DD 50 Residential Facilities Services or DD 142 Children's Residential Facilities Services site, or the available capacity changes in a DD 51 Supported Living Services site.

Unless otherwise specified in this S&P or the DHS request, the Rent Subsidy Budget Worksheet must be completed by the Provider within 14 calendar days of the condition that created the need for the Worksheet.

- c. The Rent Subsidy Budget Worksheet calculates the DD 56 Rent Subsidy amount per unit that could be paid to each person living at the Provider's residential site. The Budget Worksheet is populated with the current or expected federal amount of SSI used for rent. Only the Individuals at the Provider's residential site who

are authorized by DHS to receive DD 56 Rent Subsidy will be paid either the amount per unit or the previously assigned rate, whichever is less.

- d.** DHS will review the submitted Budget Worksheet and will determine the monthly rate(s) for DD 56 Rent Subsidy. If the Budget Worksheet:
 - (1) Shows a negative or zero amount per unit, then there is no financial need for DD 56 Rent Subsidy. The Rent Subsidy amount to be paid to the Provider for the Individual is zero.
 - (2) Shows an amount per unit that is less than the amount previously authorized by DHS for the Individual, the Individual's DD 56 Rent Subsidy rate will be reduced to match the Budget Worksheet's amount per unit.
 - (3) Shows an amount per unit that is higher than the amount previously authorized by the DHS for the Individual, there will be no change to the current DD 56 Rent Subsidy rate. Due to DHS budgetary limitations, there can be no increase to a DD 56 Rent Subsidy rate.
- e.** When the federal government authorizes a COLA for SSI, DHS will revise the Rent Subsidy Budget Worksheet template and will send the revised Budget Worksheet to Providers. The revised Budget Worksheet must be completed with the change in allowable rent before any changes in the monthly rate for DD 56 Rent Subsidy will be effective.
 - (1) Provider will complete and return the revised Rent Subsidy Budget Worksheet to DHS within a minimum of 14 calendar days, or in the specific timeframe provided by DHS in writing.
 - (2) DHS will review the completed Budget Worksheets to determine if any changes to the monthly rates for DD 56 Rent Subsidy are required, based on the criteria in section 4. d. above.
 - (3) DHS will create a revised Contractor Invoice template and will send the revised Contractor Invoice to the Provider, if there are new monthly rates.
 - (4) If a Rent Subsidy Budget Worksheet is required, or has been requested, DHS will not release DD 56 Rent Subsidy payments for a Provider until the Budget Worksheet is received from the Provider and processed by DHS.

3. DD 56 Rent Subsidy DHS Contractor Invoice.

- a.** A DD 56 Rent Subsidy Contractor Invoice must be completed and submitted by the Provider monthly to CAU.Invoice@state.or.us . This Contractor Invoice must be complete and accurate in order for DHS to submit a PPA for payment. The Contractor Invoice will be returned to the Provider to correct, if any required information or documentation is missing, incomplete or inaccurate. The Provider is responsible to correct any errors and return the complete and accurate Contractor Invoice to DHS for payment within the time allotted in paragraph b. below.
- b.** All complete and accurate DD 56 Rent Subsidy Contractor Invoices are to be received by DHS within 45 calendar days from the end of the Service month. Any Contractor Invoices received after this time period will not be paid by DHS.
- c.** Contractor Invoices are only to be submitted for Individuals and sites that have been authorized by DHS for DD 56 Rent Subsidy.

- d. Contractor Invoices for a current month can be submitted on or after the 16th of that month. Invoices for a current month received prior to the 16th of that month will be returned to the Provider and Provider may resubmit it on or after the 16th of the month. DHS will return Contractor Invoices for future months to the Provider without payment and Provider may resubmit the returned Contractor Invoice at the correct time.
- e. DHS will not prorate DD 56 Rent Subsidy payments. An Individual must be in the approved DD 56 Rent Subsidy site from at least the 1st to the 15th of the month to qualify for Rent Subsidy for that month. If an Individual moves in after the 15th of the month, the DD 56 Rent Subsidy will be paid to the Provider beginning with the following month. If the Individual moves out before the 15th of the month, no DD 56 Rent Subsidy will be paid to the Provider for that month.
- f. DD 56 Rent Subsidy payments are normally processed by DHS on the 1st and 15th of each month. If the 1st or the 15th falls on a weekend or holiday, payments will be processed on the following business day.

4. Settlement and Quality Assurance.

- a. Settlement will be used to confirm and reconcile any discrepancies that may have occurred between actual DHS disbursements of funding awarded for DD 56 Rent Subsidy Services and the amount of qualifying billable Services actually delivered on a monthly basis and at the end of each biennium. Information requested by DHS as part of the Settlement process must be submitted to DHS within the timeframe designated by DHS. The Provider is fully responsible for the accuracy of the information submitted to DHS.
- b. Provider must submit the monthly Contractor Invoices and any final DD 56 Rent Subsidy Contractor Invoice for an Individual to DHS within 45 calendar days from the end of the Service month or the last month DD 56 Rent Subsidy Services, respectively, were provided.
- c. DHS will conduct quality assurance reviews of the Provider's adherence to the DD 56 Rent Subsidy S&P.

III. Reference(s):

- OAR Chapter 411, Division 320

IV. Contact(s):

For Program Information:

Name: Kristy DiMatteo; **Phone:** (503-947-5180);

Email: Kristina.M.DiMatteo@state.or.us

For Invoicing, Rent Subsidy Budget Worksheets Information or Questions:

Name: Kristy DiMatteo; **Phone:** (503-947-5180);

Email: CAU.Invoice@state.or.us

