


Wood County Board of Developmental Disabilities


PROCEDURE

Procedure #: 02-ALL-ALL-0868 (SS)
Effective Date: 04-19-2016
Person Responsible: Director of Service and Support Administration

Subject: Voucher to Support Individual Needs
Last Revision: 06-12-2019

Approvals/Date:

 6/26/19
Superintendent, WCBDD Date

 6/17/19
Department Director Date

The following definitions shall apply:

Home and Community-Based Services – Medicaid funded home and community-based services provided under a Medicaid component administered by the Ohio Department of DD (ODDD). Services may be referred to as an Individual Options or Level 1 Waiver.

ISP – Individual Service Plan, a written description of the services, supports, and activities to be provided to an individual

SSA – Service and support administrators (service coordinators) who are certified in accordance with ODDD 's OAC 5123:2-5, who provide the functions of service and support administration.

Waiver-Funded Services - The Eligibility Unit, in the Division of Medicaid Administration and Development, processes all waiver applications and determines the Level of Care needed.

1. The Wood County Board of Developmental Disabilities (WCBDD) is a public agency responsible for ensuring the availability of services to individuals with developmental disabilities. The WCBDD supports a variety of programs and services that are intended to minimize the risk to the individual's health and safety while supporting the acquisition of skills that lead to greater independence. The WCBDD must demonstrate fiscal responsibility by requiring and assisting individuals served and their families to access all available resources before using local tax dollars for needed services and supports, reserving those funds as the payment of last resort. However, the WCBDD recognizes that State and Federal funding is limited. Accordingly, the WCBDD may consider requests for voucher funding to support individual's services when the following documentation is required:
 - A. There is documented evidence as determined by assessment that a specific service is needed to minimize risks to health and safety and the service **IS NOT** a waiver-funded service or there are no other available sources of funding; **OR**
 - B. There is documented evidence as determined by assessment that a specific service is needed and the service is a waiver-funded service or other funding source is available but the funding level **DOES NOT** provide a sufficient level of service to minimize risks to health and safety; **OR**
 - C. An individual is a new intake and in the process of applying for waiver-funded services. The individual must continue to demonstrate during the HCBS Waiver application process that they are working towards the tasks necessary for waiver enrollment; **OR**
 - D. Other considerations will include but are not limited to:
 - Is the individual able to work?
 - Is work available?
 - Is the individual working to the extent they are able and that work is available?
 - Are natural supports available and being utilized to the full extent?
 - Can additional natural supports be developed? (i.e. training, education or support for employers, family, friends, and neighbors)
 - To what extent are other resources available?
 - Is the individual sharing services?

The following documentation is required before any vouchers will be approved:

- A. Individual Service Plan
- B. Income included but not limited to:
 - Gross wages
 - Supplemental security income
 - Social security
 - Food stamps
 - Veteran's benefits
 - Pension
 - Any additional income sources
- C. Expenses included but not limited to:
 - Housing (rent/mortgage)
 - Utilities
 - Outstanding debt
 - Daily living expenses:
 - Groceries
 - Clothing
 - Medication
 - Transportation
 - Laundry services
 - Patient liability (if applicable)
 - Personal spending
- D. Other Resources

Voucher:

- A. Voucher Form 03-ALL-ALL-0967 will be submitted to Superintendent with Budget Worksheet 03-ALL-ALL-0966 for approval.
- B. If approved, Superintendent will route Form 03-ALL-ALL-0967 to the Fiscal department for payment.

Emergency Voucher:

- A. If subsidy request is considered an emergency, needing funds dispersed within less than 2 business days, Emergency Voucher Form 03-ALL-ALL-0974 should be completed and the appropriate signatures will be obtained. Once the Emergency Voucher Form is completed and signed, it will be forwarded to the Superintendent, or designee, for approval. Upon approval, this form will be forwarded to the Fiscal Department. Wood Lane Residential Properties (WLRP) will issue a check within 1 business day, or within 24 hours. Service and Support staff will be notified by WLRP to pick up the check and deliver to the Vendor. WLRP will invoice the WCBDD Fiscal department for reimbursement in the amount of the Vendor check.

References: 01-ALL-ALL-0193
02-ALL-ALL-0842
03-ALL-ALL-0966
03-ALL-ALL-0967
03-ALL-ALL-0974

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