## Wood County Board of Developmental Disabilities

## PROCEDURE

| Person Responsible:       Director of Service and Support Administration         Approvals/Date:       Superintendent, WCBDD       Gate       Gate       Gate       Gate       Gate         The following definitions shall apply:       Home and Community-Based Services       – Medicaid funded home and community-based services provided under a Medicaid componer 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.  | Procedure #:   | 02-ALL-ALL-0868 (SS)  |  | Subject:  |  | o Support Individual Needs  |
|---|--|---|--|---|--|---|
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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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