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**B. Insufficient Income/Rent Supplement Allowance**

This may be used when a person's income is temporarily reduced and is inadequate to cover essential living expenses. This may also be used when a person does not have enough income to pay the rent after paying for other essential living expenses.

**C. Extraordinary expenses such as damages caused by a client may be requested under this policy.****D. Roommate Vacancy Allowance**

This may be used when a person needs financial assistance to cover an absent roommate's share of joint expenses, such as rent and utilities.

**PROCEDURES****A. Start-Up Allowance**

1. Start-up allowances are limited to a maximum of \$1,500 per person for necessary purchases.
2. All SL allowance requests must be submitted to the Case Resource Manager (CRM) using [DSHS 06-125](#), *Residential Allowance Request*. Include the following information on the form:
  - a. An itemized list of the necessary purchases and estimated cost; and
  - b. The amount of available income and resources. The monthly Clothing and Personal Incidentals (CPI) allowance and the monthly Supplemental Security Income (SSI) are not considered.
3. The amount of the allowance is calculated as "2.a minus 2.b." above, up to a maximum of \$1,500.
4. If approved, the allowance must be authorized within fifteen (15) calendar days of receipt of the request. Use Social Service Payment System (SSPS) Code 7425, Reason Code "A" for new resident.
5. The service provider files the original purchase receipts in the client's file and submits copies of the receipts to the CRM.
6. The CRM bills the actual amount spent on an SSPS invoice.

7. Requests for start-up allowances exceeding \$1,500 must be accompanied by a written justification for the additional items and expense.
8. The Regional Administrator or her/his designee must approve or deny all ETP requests. Use the "9" ETP prefix in front of SSPS Code 7425 (97425), Reason Code "A" for new resident.

B. Insufficient Income Allowance and/or Rent Supplement Allowance

1. The service provider submits a request using [DSHS 06-125](#), *Residential Allowance Request*, indicating the amount of the client's regular income and ongoing expenses. Prior to the request, the provider must ensure that the person has applied for all financial, food and housing assistance for low income and/or persons with disabilities for which they might be eligible, including Social Security benefits (e.g., Section 8 Housing).
2. The CRM evaluates the need for the allowance using the following criteria:
  - a. Allowable expenses include the full cost of rent and utilities, the base rate for telephone service, basic cable, the cost of public transportation to essential services, a standard regional allowance for food, personal care products, and cleaning supplies;
  - b. Request for allowance of any other expenses must be by ETP; and
  - c. Each client is allowed to maintain the equivalent of one month of SSI and the personal spending dollar amount limit (as set by the region) in his or her savings/resources.
3. Upon request, the service provider will submit additional documentation to the CRM, including:
  - a. Justification for selection of a specific living unit if other less expensive units are available; and
  - b. Evidence of application for HUD Section 8 rent subsidies or a statement that applications are not being accepted.
4. The CRM determines the allowance amount based on the information above, using the calculation formula on the regional request form submitted by the provider.
5. An allowance for insufficient income may be authorized for up to three (3) months at a time.

6. If approved, the allowance must be authorized within fifteen (15) calendar days of receipt of the request.
7. For clients eligible for SSP funds, use SSPS Code 7920. Prior approval must be obtained from the DDD Central Office SSP Program Manager.
8. For State Only payments, use SSPS Code 7425, Reason Code "B" for insufficient income.

C. Roommate Vacancy Allowance

1. The amount of a roommate vacancy allowance is determined as the total portion of the fixed monthly expenses that would normally be paid by a roommate.
2. An allowance for a roommate vacancy may be authorized on an ongoing basis as long as necessary.
3. If approved, the allowance must be authorized within fifteen (15) calendar days of receipt of the request. Use SSPS Code 7425, Reason Code "C" for roommate vacancy.

D. SOLA Authorizations

Whenever authorization through SSPS is referenced in this policy, SOLA programs must submit DSHS A19-A, *Invoice Voucher*.

E. Regional Administrator Approval

All allowance requests must be reviewed and approved by the Regional Administrator or her/his designee. Approval is contingent upon the availability of funding within the region.

**EXCEPTIONS TO POLICY**

Any exceptions to this policy, including applicability to Alternative Living (AL) services, must be approved by the Regional Administrator based upon information submitted on DSHS 05-010, *Rule Exception Request*.

**SUPERSESSION**

DDD Policy 6.11  
Issued July 1, 2008

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TITLE:

RESIDENTIAL SERVICES AND SUPPORTS  
ALLOWANCES

POLICY 6.11

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Approved: /s/ Linda Rolfe  
Director, Division of Developmental Disabilities

Date: July 1, 2009