

C. Roommate Vacancy Allowance

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

D. Rent Supplement Allowance

This may be used when a person does not have enough income to pay the rent after paying for other essential living expenses and the residential service provider is required to cover the balance.

PROCEDURESA. Start-Up Allowance

1. Start-up allowances are limited to a maximum of \$1,500.00 per person.
2. The residential service provider must submit the following information in writing to the case/resource manager:
 - a. An itemized list of the necessary purchases and estimated cost; and
 - b. The amount of available income/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 \$1,500.00.
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 residential service provider files the original purchase receipts in the person's file and submits copies of the receipts to the case/resource manager.
6. The case/resource manager bills the actual amount spent on an SSPS invoice.
7. Requests for start-up allowances exceeding \$1,500.00 must be accompanied by a written justification for the additional items and expense.

8. The regional administrator must approve all exception to policy (ETP) requests. Use the "9" ETP prefix in front of SSPS Code 7425 (97425), Reason Code "A" for new resident.

B. Insufficient Income Allowance

1. The maximum amount allowable for an insufficient income allowance is the SSI monthly income standard.
2. The residential service provider submits a request indicating the amount of the person's regular income and ongoing expenses. Prior to the request, the provider must ensure the person has applied for all financial assistance for which they might be eligible, including social security benefits.
3. Application for food stamps is mandatory.
4. The case/resource manager evaluates the need for the allowance using the following criteria:
 - (1) Allowable expenses include the full cost of rent and utilities, the base rate for telephone service, the cost of public transportation to essential services, a standard regional allowance for food, personal care products and cleaning supplies; and
 - (2) Request for allowance of any other expenses must be by ETP.
 - (3) Each person is allowed the CPI standard for the region as discretionary money; and
 - (4) Each person is allowed the SSI monthly income amount and the CPI allowance as resource exemptions.
5. The case/resource manager determines the allowance amount based on the information above, using the calculation formula on the regional request form submitted by the provider.
6. An allowance for insufficient income may be authorized for up to three (3) months at a time.

7. If approved, the allowance must be authorized within fifteen (15) calendar days of receipt of the request. 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. Rent Supplement Allowance

1. The amount allowable for a rent supplement allowance is determined on an individual basis.
2. The residential service provider must submit written information regarding the amount of the client's resources, regular income and expenses, or maintain documentation in the person's file.
3. Upon request, the provider submits a "Rent Supplement Addendum" or other documentation to the case/resource manager, including:
 - a. Evidence of a search for housing that would be affordable without the rent supplement whenever a new residence is considered (not when a rental increase is the cause of the rent supplement request);
 - b. Why such housing is not suitable if available (e.g., safety or accessibility issues, excessive congregation of people, etc.);
 - c. Justification for selection of a specific living unit if other less expensive units are available; and
 - d. Evidence of application for Housing and Urban Development (HUD) Section 8 rent subsidies, or a statement that applications are not being accepted.

4. To evaluate the need for a rent supplement, the case/resource manager uses the same criteria established for Insufficient Income Allowances described in Procedures, Section B, of this policy.
5. The case/resource manager determines the amount of the allowance based on the above, using information from the client allowance request submitted by the provider.
6. Rent supplements may be authorized on an ongoing basis, provided the following information is reviewed every three (3) months:
 - a. The person's current budget, including any changes in income, resources or expenses; and
 - b. The status of a HUD/Section 8 application for rent subsidy.
7. If approved, rent supplements must be authorized within fifteen (15) calendar days of receipt of the request. Use SSPS Code 7425, Reason Code "E", for rent supplements.

E. SOLA Authorizations

Whenever authorization through SSPS is referenced in this policy, SOLAs must submit an invoice voucher (DSHS A19-1A).

F. Regional Administrator Approval

All allowance requests must be reviewed and approved by the regional administrator or designee. Approval is contingent upon the availability of funding within the region.

EXCEPTION

Exceptions to this policy, including applicability to Alternative Living services, must be approved by the regional administrator based on information submitted on the Policy Exception Request form (DSHS 05-010(X)).

TITLE: CLIENT ALLOWANCE / NON-FACILITY BASED POLICY 6.11

SUPERSESSION

Division Policy Directive 6.11
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Approved: /s/ Timothy R. Brown Date: 1/13/1999
Director, Division of Developmental Disabilities