



DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: RESIDENTIAL SERVICES AND SUPPORTS POLICY 6.11
ALLOWANCES

Authority: [Chapter 71A RCW](#) *Developmental Disabilities*
[Chapter 388-101 WAC](#) *Certified Community Residential Services and*
Supports
[Chapter 388-827 WAC](#) *State Supplementary Payment (SSP)*

PURPOSE

This policy describes the types of residential services and supports allowances that are available and establishes criteria and procedures for authorizing such allowances.

SCOPE

This policy applies to contracted and certified Supported Living (SL) services providers.

POLICY

When an individual does not have sufficient resources to pay for expenses routinely associated with establishing and/or maintaining a residence, the following types of allowances may be available:

A. Start-Up Allowance

This may be used to purchase essential personal items, such as furniture and household goods, or to cover moving expenses, such as rent and/or utility deposits, installation charges, etc. The person owns any items purchased with an allowance. Before considering use of a residential allowance, the Case Resource Manager (CRM) will review eligibility for waiver funding.

B. Insufficient Income Allowance

This may be used when a person's income is inadequate to cover rent and essential living expenses.

C. Extraordinary expenses such as damages caused by a client may be requested under this policy. Refer to DDA Policy 6.16, *Client Damage Reimbursement*, for specific details.

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. Approved start-up allowances are limited to a maximum of \$1,500 per person for necessary purchases.
2. Residential allowance requests must be submitted to the Resource Manager (RM) 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.
 - c. The client is able to retain \$75.00, which will not be considered a resource.
3. If approved, the allowance must be authorized within fifteen (15) calendar days of receipt of the request.
4. The service provider files the original purchase receipts in the client's file and submits copies of the receipts to the RM.
5. The RM authorizes the actual amount spent on an SSPS invoice.
6. Requests for start-up allowances exceeding \$1,500 must be accompanied by a written justification for the additional items and expense.
7. The Regional Administrator or designee must approve or deny all ETP requests.

B. Insufficient Income 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 client

has applied for all financial, food and housing assistance for low income and/or persons with disabilities for which the client might be eligible, including Social Security benefits (e.g., Section 8 Housing).

2. The RM 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, and a standard regional allowance for food, personal care products, and cleaning supplies; and
 - b. Request for allowance of any other expenses must be by ETP.
3. Upon request, the service provider will submit additional documentation to the RM, including:
 - a. Justification for selection of a specific living unit if other less expensive units are available;
 - b. Evidence of application for HUD Section 8 rent subsidies or a statement that applications are not being accepted; and
 - c. Receipts to verify expenses claimed on the Residential Allowance Request. If a receipt is not available, document the expense in the client file.
4. The RM 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 ninety (90) calendar days 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 DDA Central Office SSP Program Manager.
8. For State Only payments, use SSPS Code 7425, Reason Code "B" for insufficient income.
9. For clients assigned the CORE or Community Protection waivers, use SSPS service codes 8308 and 8408.

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 for state only authorizations. Use SSPS service codes 8308 and 8408 for clients assigned the CORE or Community Protection waivers. For SSP authorizations, use SSPS code 7920.

D. SOLA Authorizations

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

E. Field Services Administrator Approval

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

EXCEPTIONS

Any exceptions to this policy 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, 2011

Approved: /s/ Donald Clintzman
Deputy Assistant Secretary
Developmental Disabilities Administration

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