



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: NON-FACILITY BASED ALLOWANCE POLICY 6.11

Authority: RCW 71A.12.060
Chapter 275-26-097 WAC

PURPOSE

This policy describes the purposes for which non-facility based allowances are available and establishes criteria and procedures for authorizing such allowances.

SCOPE

This policy applies only to clients served by the Division of Developmental Disabilities (DDD) who are supported in non-facility based residential programs as follows:

- A. Persons receiving tenant support or supportive living services, including State Operated Living Alternatives (SOLA), are routinely covered; and
- B. Persons receiving alternative living services may be covered through the exception to policy process.

POLICY

The types of allowance available include: Start-Up Allowance, Insufficient Income Allowance, Roommate Vacancy Allowance, and Rent Supplement Allowance.

New resident start-up allowance is available to a vendor when a client does not have sufficient resources to pay for expenses routinely associated with moving into a residential program and establishing a residence. A start-up allowance may be granted to purchase essential personal items such as furniture and household goods or to cover moving expenses such as rent/utility deposits, installation charges, etc. Items purchased through the use of an allowance are considered to be owned by the client.

PROCEDURESA. Start-Up Allowance

1. Standard Start-Up Allowance

- a. Standard start-up allowances are limited to a maximum of \$1200.00 per person.
- b. The vendor providing support services to the client will submit the following information in writing:
 - (1) An itemized list of the necessary purchases and an estimate of their cost;
 - (2) The amount of current income/resources available to the proposed resident, of which the standard Clothing and Personal Incidentals (CPI) allowance and the current Supplemental Security Income (SSI) standard monthly income amount will be considered exempt;
- c. The amount of the allowance will be the difference between b.(1) and (2) above, up to a maximum of \$1200.00;
- d. The allowance will be authorized within fifteen (15) calendar days following receipt of the request using Social Service Payment System (SSPS) code 7425, reason code A for "New Resident"; and
- e. Following purchase, the vendor will submit to the case/resource manager copies of actual receipts for the amount spent, bill that amount on the SSPS invoice, and file original receipts in the agency client file.

2. Start-Up Allowances Exceeding \$1200

- a. In addition to the information required for the standard allowance, requests for start-up allowances above the \$1200.00 limit must be accompanied by the following information:
 - (1) Itemization of the expenditures for which the additional allowance is needed;

(2) A justification for the necessity of the additional items and expense;

- b. The amount of the start-up allowance in excess of \$1200.00 will be calculated as follows:

Total Client Income/Resources Available

- Resource exemptions
- Standard Expenditures up to \$1200.00
= Amount of Allowance ABOVE \$1200.00

- c. The vendor shall submit the necessary information to the case manager on the “Non-Facility Based Allowance Request Form,” or on a form approved by the region;
- d. The regional manager shall approve or disapprove all requests within ten calendar (10) days; and
- e. Amounts exceeding \$1200.00 will be authorized within fifteen (15) calendar days following receipt of the request by using the “9” exception to policy (ETP) prefix in front of SSPS service code 7425 (97425), reason code A for “New Resident.”

B. Insufficient Income Allowance

1. An insufficient income allowance is available to a vendor when a client’s income is temporarily reduced and inadequate to cover essential living expenses.
2. The maximum amount allowable for an insufficient income allowance is the SSI monthly income standard.
3. Procedures for Authorization
 - a. The vendor providing support to the client will submit a “Non-facility-based Allowance Request Form,” or similar document approved by the region, indicating the amount of the client’s regular income and ongoing expenses. This information can be used to evaluate the amount of ht supplement being requested.
 - b. In evaluating the need for an insufficient income allowance,

regional staff will use the following criteria:

- (1) “Allowable” client expenses will 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. Request for the allowance of any other tenant expenses will be on the basis of an exception to policy;
 - (2) Prior to requesting an insufficient income allowance, the vendor will ensure that the tenant has applied for all financial assistance for which she/he might be eligible, including, but not limited to, full social security benefits;
 - (3) In addition, tenant application for food stamps is a mandatory condition of consideration for an insufficient income allowance;
 - (4) Each tenant will be allowed the CPI standard for the region as “discretionary” money; and
 - (5) Each tenant will be allowed the current standard SSI monthly income amount and the CPI allowance as resource exemption.
- c. The case/resource manager will determine the amount of an Insufficient Income Allowance based on the information above, using the calculation formula on the “Client Allowance Request Form.”
- (1) An allowance for insufficient income may be authorized up to three (3) months at a time; and
 - (2) The allowance will be authorized using SSPS code 7425, reason code B for “Insufficient Income.”

C. Roommate Vacancy Allowance

1. A roommate vacancy allowance is available to a vendor when a client loses a roommate. The purpose of the allowance is to cover the absent roommate's share of the joint expenses, such as rent and utilities.
2. The maximum amount allowable for a roommate vacancy allowance is \$400.00 per month.
3. Procedures For Authorization
 - a. The amount of a roommate vacancy allowance will be determined as the total portion of the fixed monthly expenses that would normally be paid by a roommate.
 - b. An allowance for a roommate vacancy may be authorized on an ongoing basis as long as necessary.
 - c. The allowance will be authorized within fifteen (15) calendar days following receipt of the request using SSPS code 7425, reason code C for "Roommate Vacancy."

D. Rent Supplement Allowance

1. A rent supplement allowance is available to a vendor when, after paying for other essential living expenses, a client does not have enough remaining income to pay the rent and the residential vendor is required to cover the balance.
2. The amount allowable for a rent supplement allowance will be individually determined in each situation.
3. Procedures for Authorization
 - a. The vendor must submit information regarding the amount of the client's resources, regular income and expenses in writing, or maintain documentation in its tenant records. This information can be used to evaluate the amount of the supplement being requested.

- b. A “Rent Supplement Addendum” or documentation of the following:
 - (1) Evidence of a search for housing that would be affordable without rent supplement whenever new housing is involved (not when a rental increase is the cause of the rent supplement request), specifying why such housing is not suitable if it is available -- e.g., issues about safety, accessibility, excessive congregation of people, etc.;
 - (2) Reasons justifying the selection of a specific living unit if other less expensive unites are available; and
 - (3) Evidence of application for Housing and Urban Development (HUD)/Section 8 rent subsidies or a statement of intent to apply as soon as possible when applications are not being accepted.
- c. In evaluating the need for a rent supplement, regional staff will use the criteria established for insufficient income allowances in section A. and B., of this policy.
- d. The case/resource manager will determine the amount of a rent supplement allowance based on the above information, using the calculation formula on the “Client Allowance Request Form.”
- e. Rent supplements may be authorized on an ongoing basis, provided that the following information is reviewed every three (3) months.
 - (1) Current budget information indicating any changes in income, resources or expenses; and
 - (2) The status of a HUD/Section 8 application for rent subsidy.
- f. Rent supplements will be authorized within fifteen (15) calendar days following the receipt of the request using SSPS Code 7425, reason Code E, which is for the exclusive purpose of tracking rent supplements.

E. SOLA Authorizations

Whenever authorization through SSPS is referenced in this policy, SOLAs will submit instead an Invoice Voucher, A19-IA, after approval by the Regional Office.

F. Regional Manager Approval

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

EXCEPTION

Exceptions to the provisions of this policy, including application to situations involving Alternative Living, may be approved by the Regional Manager based on information submitted on the department's standard Policy Exception Request form, DSHS 05-010(X).

SUPERSESSION

Division Policy Directive: 409
Issued February, 1992

Approved: /s/ Norm Davis
Director, Division of Developmental Disabilities

Date: 12/30/1993