

- used and the amount of client reimbursement requested must be limited to the amount of the insurance deductible.
- B. Reimbursement must be voluntary and accompanied by a written behavior support plan (BSP) developed to respond to the behavior(s) which resulted in the damage.
 - C. The request and BSP must be submitted to the DDD Regional Administrator or designee in an approved format and include the signatures of the client and his or her guardian, if applicable. If the client has no guardian, DDD may request a parent, sibling, or other family member (or an advocate if no family member is involved) sign and approve the request. The DDD case resource manager (CRM) and the service provider must also sign the request.
 - D. The request for reimbursement must have an incident report and at least one written estimate attached from either: (a) a licensed contractor; (b) a bonded service repairperson; or (c) a retail store carrying the item to be replaced, as appropriate. The amount of reimbursement must not exceed the estimate or the replacement value of the article, whichever is less. The client, his or her guardian, or the CRM may request a second estimate.
 - E. The total amount of reimbursement may be divided into monthly payments if the service provider, the client or his/her guardian, and the CRM agree to the amount of each payment and the total number of months over which the payments will be spread. The monthly payment must not reduce the CPI below the basic DSHS standard in any month. Total client savings must not be reduced below the current SSI standard monthly income amount.
 - F. The service provider must maintain complete reimbursement and payment records, including receipts for payment of damage repairs, receipts for reimbursement amounts received from the client, and insurance payments.
 - G. The service provider may request reimbursement from DDD if the client is unable or unwilling to pay for damages.
 - H. The regional administrator or designee must review and approve all requests made under this policy.

TITLE:

DAMAGE REIMBURSEMENT

POLICY 6.16

EXCEPTION TO POLICY:

The regional administrator may approve exceptions to the provisions of this policy based on information submitted on the Department's standard *Policy Exception Request* form (DSHS 05-010 (x)).

SUPERSESSSION:

DDD Policy 6.16
Issued June 29, 1993

Division Policy Directive: 11.01
Issued December 1992

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

Date: 1/01/2002