



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: DAMAGE REIMBURSEMENT POLICY 6.16

Authority: CHAPTER 71A RCW
CHAPTER 275-26 WAC

BACKGROUND

The Division of Developmental Disabilities contracts with vendors to provide residential supports to clients living in the community.

PURPOSE

It is the purpose of this policy to describe the circumstances under which a contracted residential vendor may seek reimbursement from a client for damages inflicted upon the vendor's property and/or the personal property of the vendor's staff.

SCOPE

This policy applies to all Division of Developmental Disabilities contracted residential vendors, their employees and those clients of the division whom they are authorized to serve.

POLICY

Contracted residential vendors and staff may seek reimbursement for damages caused by a client provided damages are not already reflected in their administrative nonstaff rate.

- A. In requesting client reimbursement for any damage, the vendor must disclose the existence of any applicable insurance coverage. Applicable insurance must be utilized 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 plan developed to respond to the behavior(s) which resulted in the damage.

- C. The request and behavior plan shall be submitted to the DDD Regional Manager or designee on an approved format and will include the signatures of the client and his/her guardian. If the client has no guardian, the parent, sibling, another family member or an advocate, if no family member is involved, shall sign and approve the request. The DDD case manager and the residential vendor shall also sign the request.
- D. The request for reimbursement must have at least one written estimate attached from (a) licensed contractor, (b) a bonded service repair person, or (c) a retail store carrying the item to be replaced, as appropriate. The amount of reimbursement shall not exceed the estimate or the depreciated value of the article, whichever is less. The client, guardian or the case manager may request a second estimate.
- E. The total amount of reimbursement may not exceed \$750.00 per incident or the amount of any applicable insurance policy deductible, whichever is less.
- F. The total amount of reimbursement may be divided into monthly payments if the residential vendor, the client or guardian, and the DDD Case Manager agree to the amount of each payment and the total number of months over which the payments will be spread. The monthly payment shall not reduce the CPI below the basic DSHS standard in any month. Total client savings shall not be reduced below the current SSI standard monthly income amount.
- G. The residential vendor must maintain complete reimbursement and payment records. These shall include receipts for payments of damage repairs, receipts for reimbursement amounts received from the client and insurance payments.

REGIONAL MANAGER APPROVAL

The Regional Manager or his/her designee will review and approve all requests made under this policy.

EXCEPTION TO POLICY

The Regional Manager 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).

DEFINITIONS

"CPI" means clothing and personal incidentals allowance.

"SSI" means Supplemental Security Income.

TITLE:

DAMAGE REIMBURSEMENT

POLICY 6.16

SUPERSESSSION

Division Policy Directive: 11.01

Issued December 1992

Approved: /s/ Linda Johnson
Acting Director, Division of Developmental Disabilities

Date: 6/29/93