

**Intermittently Used Procedures, Instructions and Forms  
related to FISCAL Issues**

## **Residential Start-up Requests in SDS (Self-Directed Services)**

START-UP FUNDING is intended for persons moving into supported living arrangements from state centers, ICF-MRs, nursing homes, parental homes, or adult family homes, where the person had been a permanent resident.

*Start-up funding is NOT intended for individuals currently receiving services in any residential living arrangement funded by Dane County or is temporarily residing in an institution or hospital. It is NOT intended for individuals who have received start-up funding in the past or for those who have access to other resources.*

- Start-up funding is considered FUNDING OF LAST RESORT and is to be used only when the person and/or agency have no other resources.
- REQUEST ONLY WHAT IS NEEDED. It is not necessary to request the full amount or both types of start-up.

### **PERSONAL START-UP**

This is used for essential items such as the first month's rent, security deposit, basic furniture, linens, and kitchen items. The requested can be for any amount up to \$1,500 per person. It is not the intent of this funding to be used for the purchase of "luxury" items, i.e., VCRs, stereos, TVs, etc.

### **STAFF START-UP**

This is used by the residential agency to pay for direct staff time prior to the move. It is to cover time spent getting to know the person, training, pre-move visits, etc. The request can be for any amount up to \$1,750 per person.

To request start-up funds, the Support Broker must contact the assigned county manager by e-mail. Support Brokers do not need to attend Friday Morning Meetings to request start-up funds. The e-mail needs to include the information below:

- Personal Start-up funds: The manager will need to know the amount requested, what other funding resources were explored, and a list of items (and their costs) that will be purchased.
- Staff Start-Up funds: The manager will need to know how much direct staff time and what activities are included in the request.

Once the request is approved, the start-up costs need to be listed on an Exceptional Expense Request (EER) and submitted to the assigned county manager. If both Personal and Staff Start-up are requested, they should be listed separately on the EER.

### COP EXCEPTIONAL EXPENSE REQUEST

Completion of this form is voluntary. County agencies can use this form to request COP Exceptional Expense funding.

Name – Participant

Date of Request

Current Funding Source

COP-W    CIP II    BIW    CIP IA    CIP IB    COP    CLTS DD    CLTS PD    CLTS SED

**Do not use this form for CIP IB ICF-MR relocation requests—  
those costs need to be included in the rate submitted on the plan**

Name – Agency and Care Manager

Item(s) and/or Service(s) to be purchased (must be over \$1000 total)

Total Amount Requested

Please describe how this request meets the following priority: very expensive one-time need or completely unexpected happening or emergency, including an explanation of why these costs were not part of the original support plan.

Please describe efforts to obtain Medicaid approval or other funding to address this need

Date Request Approved by LTS Planning Committee

Requested item (ramps, home modifications) has been approved by TMG, CIS, or CSS (if applicable)

Attach additional sheets if necessary. Where applicable, attach detailed estimates by vendors, Medicaid denials, and appeals.

## **COP High Cost Request Instructions**

COP High Cost (COP HC) one time funding is unspent state-wide COP funds from the previous calendar year. **The fund was created primarily to provide one-time funding to assist counties in serving persons with above average costs who have exceptional one-time service needs.**

COP HC funds are used for exceptional expenses such as, the purchase of specialized training for providers, start-up costs for developing needed services, home modifications, and/or the purchase of medical equipment or other specially adapted equipment. This funding source is not used for routine costs of care. It is a funding of last resort and therefore other funding possibilities must be explored before the use of COP HC. Examples of other resources: Medicaid, Medicare, DVR, private insurance, trust fund, no or low interest loans, or funding made available by charitable organizations.

### **Criteria for Submission**

#### **Priorities for funding requests:**

1. Very expensive one-time needs or completely unexpected happenings or emergencies.
  - For an individual to remain in their home, extensive/expensive home modifications are necessary.
  - For someone to function as independently as possible, expensive non-MA allowable medical or other specially adapted equipment is necessary.
  - Essential expensive equipment unexpectedly needs to be replaced.
  - Someone's condition deteriorates unexpectedly resulting in a sudden increase in costs.
  - A caregiver dies or is suddenly unable to continue resulting in a sudden increase in costs.
  - Home catastrophes occur such as tornado damage and furnace or septic system failures.
2. Help for people who are moving from nursing homes with necessary start-up costs if they need to set up new households in the community. Much of this funding may be for non-waiver allowable items.

#### **Limitations and Rules:**

1. Developmental Disabilities managers will determine when COP HC will be used for exceptional expense requests.
2. The minimum request for an individual item or project should be \$1,000 per individual item or project.
3. Funds may only be used for individuals who are participants in one of the Waiver Programs (CIP 1A, CIP 1B, CIP 11, BIW, or CLTS) or COP.
4. Documentation of MA denial for MA allowable items and estimates with separate materials and labor charges must be submitted with request form.

### **Procedure**

1. A support broker is given approval for an exceptional expense request and COP HC will be used to fund the item or project.
2. The support broker will receive a COP HC Request Form.
3. The form and all necessary documentation (updated ISP with new signature page, copy of the estimate/invoice/bill, and MA denial for MA allowable items) will need to be completed and submitted within one month of approval.

## Returning Surplus Funds to Dane County

There are two ways the County will work and negotiate with Support Brokers regarding returning consumer's SDS unused funds and reducing consumer's SDS rate.

- 1) At the end of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Quarter the County is furnished with a Surplus Report from Fiscal Assistance indicating how much of a consumer's SDS funds have been unspent during that Quarter. Each of the Broker Agency Directors will receive a copy of the report for the Support Brokers associated with their agency. Directors will confer with the Support Broker on whether or not those SDS funds will be expensed during the year or if it is indeed a surplus of funds that will not be expensed and therefore can be returned to the County to be used towards other consumer needs. Typically Brokers will have two weeks once FA issues the Surplus Report to instruct the County on how to handle these funds.

At the end of the 4<sup>th</sup> Quarter, any amount more than \$100 will be pulled and anything between \$5 and \$99 will remain in the consumer's SDS account and be carried over into the following year. Depending on end-of-year deadlines Brokers may or may not have a two week window to determine if a surplus over \$100 can be used or not. Therefore, **it is strongly suggested** to be in contact with the assigned Manager by **November 30<sup>th</sup>** if a consumer will be needing their surplus funds.

**If a plan to spend surplus dollars is developed, remember the funds must be spent in accordance within programmatic and/or therapeutic guidelines.**

Returning Surplus funds does not effect the consumer's overall SDS rate. It is simply a process for returning unused funds on a Quarterly basis so that the County is able to redirect those funds to other consumers whose situations would benefit from additional support dollars.

- 2) If a consumer's SDS budget consistently appears on the Quarterly Surplus report, then the consumer's assigned Dane County Manager will discuss the SDS rate with the Support Broker. The possibility of decreasing the consumer's SDS rate on a permanent basis will be negotiated while evaluating several factors, such as: length of time the consumer has had a surplus of funds, the amount of the on-going surplus, the stability of the consumer's support system, the consumer's person-centered plan, etc.

## **Burial Information for Low Income Individuals**

Under state statute counties are required to pay for burial and cemetery expenses for public assistance recipients and some Medicaid recipients. In Dane County this benefit is administered out of the Job Center. Individuals who are “categorically eligible” for their Medicaid benefits typically qualify for this funding. Individuals who are “medically needy” may not qualify.

Most Funeral Homes located in Dane County are aware of this funding for low-income individuals and if asked, likely will contact the Job Center to inquire and access the benefit.

### **Dane County Job Center**

Phone: 242-7441

Address: 1819 Aberg Ave  
Madison, WI 53704

### **Benefit Information:**

Funeral Costs: \$1,500

Cemetery Costs: \$1,000

To be eligible for funding to cover funeral costs, the funeral cannot exceed \$3,500.

To be eligible for funding to cover cemetery costs, the burial cannot exceed \$3,500.

### **Required Information:**

Person's name

Social security #

Benefit amounts and type of benefits receiving prior to death

Funeral home handling the arrangements

More information regarding this benefit as well as other benefits for low-income persons can be found on Dane County's website here:

<http://www.danecountyhumanservices.org/food.htm> - services



**KATHLEEN FALK**  
DANE COUNTY EXECUTIVE

## **Dane County Department of Human Services Division of Adult Community Services**

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Director – Lynn Green  
Division Administrator - Fran Genter

### **Policy Requiring Participation in the Community Options Program and MA Waiver Programs**

The Policy on Community Options (COP) and Waiver Program participation was passed in February of 2002 by the Long Term Support Committee of the Dane County Human Services Board. The policy gives individuals requesting services from the Adult Community Services System three choice regarding funding:

- Enroll in the COP & Waiver programs;
- Decline all services that exceed \$1,000 per month, for individuals living in the home of a parent/family member or \$650 per month for individuals in a supported living arrangement fund through the County; or,
- Pay the Federal Share of the cost of all services (for 2010 is 60.21%) to the County

This policy applies to all individuals eligible for Medicaid or could be made eligible for Medicaid by using the various mechanism available, such as Medical Assistance Purchase Plan.

The only exception is when the application of this policy is expected to have a substantial negative clinical impact on the consumer's disability or symptoms. The exception must be presented to the Dane County Program Specialist assigned for final determination.