



VERMONT

AGENCY OF HUMAN SERVICES

DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING

DEVELOPMENTAL DISABILITIES SERVICES DIVISION

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To: DA/SSA Developmental Disabilities Services Directors, Kara Artus, Executive Director, Transition II

From: Jennifer Garabedian MSA, Director, Developmental Disabilities Services Division

Jennifer Garabedian

Re: Updated Guidance Regarding Local Crisis Funding and DS HCBS Termination

Date: May 3, 2022

This memo authorizes Provider Agencies to retain local crisis funding associated with an individual’s DS HCBS supports when the individual terminates services. This change seeks to align practices between termination and transfer of services. Below are the existing rules related to what funds are sent when a person transfers or terminates, plus the added clarification regarding local crisis:

- When funds are returned to the Equity/Public Safety caseload fund at DAIL, the full list of times that funds are returned is provided on page 56 of System of Care Plan, DA/SSAs includes 5% administration or their actual administrative rate if it is less than 5%. They may retain the balance of administrative funds over 5%. This includes when an individual terminates services.
- When funds are returned to the Equity/Public Safety caseload fund at DAIL due to a termination, the Supportive ISO returns the full administrative rate.
 - When a funds are returned to the Equity/Public Safety caseload fund at DAIL due to the reasons other than termination listed on page 56 of System of Care Plan, the Supportive ISO returns 5% administration or their actual administrative rate if it is less than 5%. They may retain the balance of administrative funds over 5%.
- When a person terminates services or transfers to another DA/SSA, the DA/SSA sends the person’s authorized funding limit and 5% administration or their actual administrative rate if it is less than 5%.
 - The sending DA/SSA retains the balance of administrative funds over 5%, local and statewide crisis funds, statewide communication funds (HC and WCMH) and employment program base funding.
- When a person transfers to or from the Supportive ISO, the person’s authorized funding limit and full administrative rate is transferred. The sending DA/SSA retains local and statewide crisis funds, statewide communication funds (HC and WCMH) and employment program base funding. The Supportive ISO retains the statewide crisis funds.

Licensing and Protection

Adult Services

Vocational Rehabilitation

Developmental Disabilities Services

Blind and Visually Impaired

- For funding that is retained by DA/SSA/Supportive ISO during terminations or transfers, the funding is allocated to any new or newly transferred individuals or added to an existing individual if there are no new individuals to whom to allocate the funds. The funding must stay in the same category from which it was retained.

While this memo serves to approve this change effective July 1, 2022 (SFY2023), the policy will be codified in the DDS State System of Care with the 2022-2025 update.