



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
Developmental Disabilities Administration (DDA)
201 W. Preston Street • Baltimore, Maryland 21201

Lawrence J. Hogan Jr., Governor – Boyd K. Rutherford, Lt. Governor – Van Mitchell., Secretary

Date: March 13, 2015

To: DDA Residential Providers

From: Valerie Roddy, Deputy Director *var*

CC: Sharita Alam, Assistant Director for Administration and Finance

Re: **Updates to Contribution to Cost of Care Procedures**

Transmittal #: DDA2015011

THIS LETTER IS AVAILABLE IN ACCESSIBLE FORMATS. TO REQUEST ANOTHER FORMAT, PLEASE CONTACT HELPDESK.DDA@MARYLAND.GOV.

Developmental Disabilities Administration (DDA), working with the Eligibility Determination Division (EDD), has identified areas of improvement that will decrease the administrative effort of providers, while improving the processing of information by the Department. The DDA has published an updated version of the Contribution to Care Procedural Guidance on the DDA website under the “Provider” Tab (<http://dda.dhmh.maryland.gov/SitePages/providers.aspx>). Please review this guidance.

REPORTING INCOME CHANGES

For categorically eligible individuals, providers no longer need to send income information to EDD.

Providers should still report income information to the Social Security Administration and/or other relevant agencies, in accordance with their respective requirements.

For optionally eligible individuals, there has been no change. Changes in income and assets must be reported to the participant's EDD eligibility case worker within ten (10) days of the change. When submitting this information to EDD, please attach supporting documentation to Form DHR/FIA 491, “Change Report Form.”

This form can be found at:

<http://dda.dhmh.maryland.gov/SitePages/Developments/2014/EDD%20DDA%20Change%20Report%20Form.pdf>

MEDICAL AND REMEDIAL CARE EXPENSES

Providers should continue to send all medical and remedial care expenses to EDD for optionally eligible individuals. These expenses should be reported to EDD using the DHMH OES-001 DDA Form (Updated 08/06/2014), entitled “Request for Non-Covered Services.” This form replaces the form attached to the original guidance and can be found at:

FEDERAL WAIVER REGULATION COMPLIANCE

When calculating an individual's cost of care, no deductions other than the allowable deductions may be used. Any unallowable expenses that are applied as deductions to contribution to cost of care would be a violation of federal Medical Assistance regulations. For example, transportation and work related expenses input under Medical and Remedial Care expenses are not allowable. As stated in the current and revised Contribution to Cost of Care Procedural Guidance, and in DDA trainings, the only allowable expenses under the Medical and Remedial care deduction are:

- Premiums, deductibles, and co-insurance/co-payment charges for health insurance and Medicare premiums
- Necessary medical care recognized under state law, but not covered under the state's Medicaid plan;
- Necessary medical care covered under the state's Medicaid plan incurred prior to Medicaid eligibility
- As long as the incurred medical expenses:
 - Were not incurred more than three months before the month of the Medicaid application;
 - Are not subject to third-party payment or reimbursement
 - Have not been used to satisfy a previous spend down liability
 - Have not previously been used to reduce excess resources
 - Have not been used to reduce client responsibility toward cost of care
 - Are amounts for which the client remains liable

If unallowable expenses have been included in the medical and remedial care deduction, please immediately correct previous CTC amounts for state fiscal year 2015, which began July 1, 2014.

If you have any further questions or comments regarding this memorandum, please send them to dda.cfo@maryland.gov with a subject title of "Contribution to Care."