

Requirements for Requesting Special Project Fund Advances

Population-Specific Pathways for Obtaining Services

Individuals who are enrolled in the new 1915 (c) Children's Waiver (CW) on April 1, 2019 should request the waiver services of Assistive Technology, Environmental Modifications, and Vehicle Modifications through the Local Department of Social Services (LDSS). If the LDSS is requesting advanced payment from the State, or if the service will cause the annual cost limit to be exceeded, the LDSS must take the steps below.

Requesting Payment Advances and Prior Approval to Exceed Annual Limit

The LDSS may request payment in advance for these waiver services by using the RF-17 Special Project Funds at the Office of Temporary and Disability Assistance (OTDA). Advance payments for these services must be separately identified and requested by completing the *Description and Cost Projection Form* (Attachment IV, with particular attention to item 5 on the form). This form must be submitted to the New York State Department of Health's Division of Long Term Care's (DLTC) CFCO-Children's Approval Unit to be reviewed, approved, and forwarded to OTDA for distribution of funds.

In addition, if the service request exceeds the \$15,000 annual limit, the Description and Cost Projection Form (Attachment IV) must so indicate and justification for exceeding the annual cap must accompany the authorization packet submitted to the DLTC prior to issuing a *Notice of Determination* to the individual. Authorization packets, including requests to exceed the annual limit, will be reviewed by the NYSDOH, and the LDSS will be notified of the determination.

Additional Requirements for Requesting Payment Advances

The LDSS must use the RF-17 claim package for special project fund claiming, even if an advance is not requested. The costs must be identified as F17 functional costs and reported in the RF-2A claim package on the Schedule D "DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347)" in the F17 column. The individual project costs must also be reported under the project label [CCW] on the LDSS-4975A "RF-17 Worksheet, Distribution of Allocated Costs to Other Reimbursable Programs."

Program costs must be reported as object of expense 37 - Special Project Program Expense on the LDSS-923B Summary - Program (page 2) "Schedule of Payments for Expenses Other Than Salaries for Other Reimbursable Programs."

Further instructions for completing the Schedule D and RF-17 claim package can be found in Chapters 7 and 18, respectively, of the Fiscal Reference Manual (FRM) Volume 3. The FRMs are available online at <http://otda.state.nyenet/bfdm/finance/>.

Claims for expenditures of [CW] for the period April 1, 2019, through April 30, 2020, must be final accepted in the Automated Claiming System (ACS) by April 30, 2020.

ACS claiming questions *only* should be directed to:

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