

## Requirements for Requesting Special Project Vouchering (SPV) Funds

### Population–Specific Pathways for Obtaining Services

Individuals who are enrolled in the 1915 (c) Children’s Waiver (CW) on or after April 1, 2019 and are Medicaid Fee for Service (FFS) members should request Assistive/Adaptive Technology, Environmental Modifications, and Vehicle Modifications under Home and Community Based Services (HCBS) through the Local Department of Social Services (LDSS). If the LDSS is requesting SPV payment from the State, or if the service will exceed the annual soft cap, the LDSS must take the steps below.

### Requesting SPV Payment and Prior Approval to Exceed Annual Soft Cap

The LDSS will request payment for these waiver services by using the RF–17 Special Project Funds at the Office of Temporary and Disability Assistance (OTDA). The **Description and Cost Projection Form (Attachment IV)** and any supporting documentation must be reviewed by the LDSS. This form with supporting documentation must be submitted to the New York State Department of Health’s Office of Health Insurance Programs (OHIP) at via secure email to [EModVModAT@health.ny.gov](mailto:EModVModAT@health.ny.gov) to be reviewed and forwarded upon approval to OTDA for distribution of funds.

If the service request exceeds the \$15,000 soft cap, the **Description and Cost Projection Form (Attachment IV)** must be marked to indicate a need for review of the annual soft cap. Justification for exceeding the annual cap must accompany the service request submitted to OHIP prior to issuing a Notice of Determination (NOD) to the individual, HHCM/C-YES, and provider. Service requests, including requests to exceed the annual soft cap, will be reviewed by the NYSDOH, and the LDSS will receive a letter of support for successfully reviewed projects, request for additional information, or information on a denied application.

### Additional Requirements for Requesting SPV Payment

The LDSS must use the RF –17 claim package for special project fund claiming. 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, 2021, must be final accepted in the Automated Claiming System (ACS) by June 30, 2021.

ACS claiming questions only should be directed to:

Regions 1–5 – Lauren Horn 518–474–7549, [Lauren.Horn@otda.ny.gov](mailto:Lauren.Horn@otda.ny.gov)

Regions 6 – Michael Simon (212) 961–8250, fax: (212) 961–8003 [Michael.Simon@otda.ny.gov](mailto:Michael.Simon@otda.ny.gov)