

**Administrative Directive**

**TRANSMITTAL:** 24 OHIP/ADM-01

**TO:** Commissioners of Social Services

**DIVISION:** Office of Health Insurance Programs

**DATE:** December 6, 2024

**SUBJECT:** Consumer Directed Personal Assistance Program (CDPAP) Statewide Fiscal Intermediary Transition

**SUGGESTED DISTRIBUTION:**

Director of Social Services  
Medicaid Staff  
Home Care Staff  
Fair Hearing Staff

**CONTACT PERSON:**

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(518) 474-5888  
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**ATTACHMENTS:**

None

**FILING REFERENCES**

Previous Ref. ADMs/INFs	Releases Cancelled	Dept. Regs. Law	Soc. Serv. & Other	Manual Ref	Misc.
	<a href="#">MLTC Policy 21.01</a>		SSL § 365-f 18 NYCRR 505.28		<a href="#">CDPAP SFI Transition Policy for Current Fiscal Intermediaries</a>

## I. Purpose

The purpose of this Administrative Directive Memorandum (ADM) is to provide guidance for Local Districts of Social Services (LDSS) regarding the transition to a single Statewide Fiscal Intermediary (SFI) pursuant to Request for Proposals (RFP) #20524: New York State Fiscal Intermediary Services.

## II. Background

The State Fiscal Year 2024-25 Enacted Budget amended Social Services Law section 365-f(4-a) to require the Commissioner of Health to contract with a single statewide fiscal intermediary (SFI) to provide fiscal intermediary services to CDPAP consumers. In response to this legislative requirement, the Department of Health (the Department) issued Request for Proposals (RFP) [#20524](#) New York State Fiscal Intermediary Services on June 17, 2024.

Public Partnerships LLC (PPL) was selected as the SFI vendor and effective April 1, 2025 will be the only entity authorized to provide fiscal intermediary services for the CDPAP per Social Service Law section 365-f. See the announcement [here](#).

Questions regarding these SFI transitions should be directed to the Department at [StatewideFI@health.ny.gov](mailto:StatewideFI@health.ny.gov)

### ***Introduction***

Entities currently providing fiscal intermediary services in the county ("Current FIs") will be required to cease providing fiscal intermediary services as of 11:59 on March 31, 2025. This ADM is effective immediately and provides guidance to LDSS for required consumer transitions to the SFI.

### ***Definitions***

The following terms are defined to enhance the clarity and consistency to the transition processes described herein and the materials specifically related to these transitions.

*Consumer* or *CDPAP consumer* means a Medicaid recipient who a social services district or Medicaid managed care plan (MMCP) has determined eligible to participate in the consumer directed personal assistance program, and who is participating in the program.

*Consumer Directed Personal Assistance Program (CDPAP)* means the program provided under section 365-f of title 11 or article 5 of the Social Services Law. CDPAP is intended to permit chronically ill and/or physically disabled individuals receiving home care services under the medical assistance program greater flexibility and freedom of choice in obtaining such services.

*Current FI* means an entity providing fiscal intermediary services to CDPAP consumers and personal assistants prior to April 1, 2025.

*Facilitator* or *CDPAP Facilitator* means any entity that has entered into a subcontract with the Statewide Fiscal Intermediary to provide services to CDPAP consumers and personal assistants.

*Statewide Fiscal Intermediary (SFI)* means the entity that has a contract with the New York State Department of Health to provide statewide wage and benefit processing for personal

assistants under the CDPAP and other statewide fiscal intermediary responsibilities as specified in RFP #20524.

### **III. Program Implications & Required Actions**

#### *Contracting with Fiscal Intermediaries*

The Department holds and manages the contract with the SFI. LDSS will no longer need to have separate contracts for fiscal intermediary services for CDPAP. LDSS must terminate all fiscal intermediary contracts for CDPAP effective March 31, 2025.

#### *Transition Requirements for LDSS*

LDSS are directed to send the [CDPAP Statewide Fiscal Intermediary Transition Policy for Current FIs](#) to the FIs with which they currently have contracts and to monitor compliance with the transition requirements.

To facilitate a smooth transition, the Department will facilitate introductory meetings between the SFI (PPL) and the LDSS. These sessions will provide an opportunity for the Department and PPL to share updates about the transition and address questions. LDSS and PPL will also meet individually to discuss operational items related to the transition, such as how prior authorizations will be transmitted to PPL. LDSS are required to have appropriate staff attend these sessions.

Effective March 1, 2025, LDSS will direct all *new* CDPAP consumers to PPL for fiscal intermediary services under CDPAP.

#### *LDSS Responsibilities*

LDSS will maintain regular contact with CDPAP consumers to ensure services from the SFI are in place prior to April 1, 2025. LDSS are encouraged to support this transition through direct communications with consumers and additional outreach efforts. PPL will provide LDSS with resources – including contact information for PPL, frequently asked questions about the transition, and talking points for reference when meeting with consumers.

### **IV. System Implications**

#### *Data Transfer and Procedures*

LDSS may assist with the transfer of data from the Current FIs they contract with to the Department. As detailed in the CDPAP SFI Transition Policy for Current FIs, Current FIs will provide data files to the Department via HCS no later than January 15, 2025.

### **V. Effective Date**

This ADM is effective immediately.