

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Health Care Finance**



**Office of the Senior Deputy Director/Medicaid Director**

**Transmittal #22-24**

**TO:** HCBS IDD Waiver Providers

**FROM:** Melisa Byrd  
Senior Deputy Director/Medicaid Director

**DATE:** July 26, 2022

**SUBJECT: Implementation of the Second IDD Waiver DSP Supplemental Payment Program**

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**Purpose**

This transmittal provides notice and payment guidance to HCBS IDD Waiver Providers on the implementation of the Direct Support Professionals (DSP) Supplemental Payment program. Effective July 1, 2022, the Centers for Medicare & Medicaid Services (CMS) approved the District of Columbia's request to amend the following 1915(c) Home and Community-Based Services (HCBS) waivers with the Emergency Preparedness and Response Appendix K. Authorization of the second DSP Supplemental Payment was included in the July 1, 2022, Appendix K approval. The DSP Supplemental Payment program is intended to reduce DSP staff turnover, ensure providers can appropriately staff programs, and maintain quality of services provided during the public health emergency. Eligible providers will receive a supplemental payment to support DSP wages, salary and fringe benefits or a DSP bonus payment.

The supplemental payment is available to eligible IDD Waiver providers of the following waiver services:

- Residential Habilitation
- Supported Living Daily with or without Transportation
- Companion Services

The current supplemental payment will be issued in a one-time lump sum payment in fiscal year 2022.

**Notice**

The DSP Supplemental Payment does not alter the current IDD Waiver reimbursement methodology; instead, it provides for additional funding to the IDD Waiver DSP wages, salary and fringe benefits, or bonus payment to support worker retention.

**Eligibility for the Supplemental Payment**

**To be eligible for the program, an IDD Waiver service provider must satisfy the following criteria:**

1. The DSP Supplemental Payment must be paid as a one-time bonus payment to DSPs. A DSP employee is defined as follows:
  - a. Direct support professional must be an employee of an IDD Waiver provider who provides direct services to individuals with developmental disabilities for at least 50% of the employee's work hours.
  - b. Direct services for which the individual is eligible to be paid must include working with an individual providing support with self-care activities, behavior management, and community integration pursuant to an Individual Service Plan (ISP); and An employee as used in this section excludes managers, administrators, and contract employees.
2. Currently in Operation.
3. Complies with the Clean Hands certificate requirements of the District of Columbia Office of Tax and Revenue and is otherwise in good standing with DHCF;
4. Submits proof of a written commitment to use supplemental payments to pay DSPs in a form of a one-time bonus payment or as an increase to the salaries, wages and fringe benefits of the DSPs.
5. Providers must have met the reporting requirements included in the FY2021 payment by submitting a report detailing the distribution to DSPs from the FY2021 funds.

### **Eligible DSP Supplemental Payment Amount**

Each IDD Waiver provider who renders the above listed services will be eligible to receive a DSP Supplemental Payment. The total disbursement amount will be calculated based on the actual services rendered during the second year after the start of the Public Health Emergency (March 11, 2021 – March 10, 2022). The disbursement amount shall be computed based on the number & acuity level of beneficiaries supported and the DSP staffing pattern required in the rate methodology.

### **Payment, Disbursement Procedures & Reporting Requirement**

To receive payments, DHCF requires that IDD Waiver providers who qualify for the Supplemental Payment to submit the documents listed below to Sam Woldeghiorgis at samuel.woldeghiorgis@dc.gov within two weeks of the publication date of this transmittal. DHCF shall subsequently ensure disbursements of the payment.

1. Submit, the attached signed attestation and written commitment to use Supplemental Payments to pay DSPs in a form of a bonus payment by August 19, 2022.
2. Provide a copy of the Clean Hands certificate issued by the Office of Tax and Revenue (that is not earlier than May 1, 2022) by August 19, 2022.
3. Providers shall submit a report to DHCF on the distribution of the funds to their DSPs within ninety (90) days of receiving the funds.

### **Contact**

If you have any questions, please contact Samuel Woldeghiorgis, Associate Director, Office of Rates Reimbursement and Financial Analysis, Department of Health Care Finance, at 441 4th Street, Suite 900S, Washington, DC 20001, or email samuel.woldeghiorgis@dc.gov. or via telephone at (202) 442- 9240

**cc: Department on Disability Services  
DC Coalition of Disability Service Providers**

**[Please place on company letterhead]**

**DSP SUPPLEMENTAL PAYMENT ATTESTATION FORM**

This form is required for eligible DD Waiver providers to receive reimbursements under the DSP Supplemental Payment Program. This attestation form would also be applicable to any requirement stipulated in the Appendix K.

**Provider Name:** [Insert name of IDD Provider]

**Provider Number:** [Insert the Medicaid Provider Number]

**Address:** [Insert address of the Provider]

**Time Period:** FY 2022

By affixing my signature, the undersigned hereby attests, assures, and declares under penalty of perjury Providers compliance as a HCBS DD Waiver Provider seeking of the DSP supplemental payment program as follows:

1. The supplemental payments will be used to fund DSP bonus payment.
2. The provider understands that:
  - Direct support professional must be an employee of an HCBS DD Waiver provider who provides direct services to individuals with developmental disabilities for at least 50% of the employee’s work hours.
  - Direct services for which the individual is eligible to be paid must include working with an individual providing support with self-care activities, behavior management, and community integration pursuant to an Individual Service Plan (ISP); and
  - An employee as used in this section excludes managers, administrators, and contract employees
3. Provider understands that the supplemental payment will be subject to recoupment if inappropriate use occurs (*i.e.* used outside the specified item in #1 above).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title of Authorized DD Waiver Provider:** \_\_\_\_\_