

**Frequently Asked Questions Regarding the Update Housing Subsidy Template Completion Process
November 11, 2022**

Question	Answer
<p>1. Should a new budget template be submitted with the housing renewal packets or can the current budget be submitted if there are no changes?</p>	<p>If there are no changes to the person’s Housing Subsidy and there is documentation of the review of the budget in the past twelve months, and all other required annual recertification documentation is provided, then the previous budget template can be accepted. If there are changes, see question #2.</p> <p>For those whose recertification packet was submitted by November 15, 2022, and the only change in budget is for a change in the administrative fee, the updated budget must be submitted by February 15, 2023.</p>
<p>2. Will 2023 housing renewals that are due 11/15/22 be required to be done on the new template?</p>	<p>If the person is requesting a change in their Housing Subsidy (e.g., due to the rent being above the 2012 payment standard or moving into a new housing unit), an updated version on the new template is required to be submitted. If there is no change to the person’s budget, the older version of the Budget Template will be accepted as part of the renewal packet. See response to question #1.</p>
<p>3. Can the providers include the 2023 SSI/SSDI COLA amount in the budget template prior to the COLA effective in January?</p>	<p>As required in the ADM, a person’s budget must be updated when a change which impacts Housing Subsidy amount by \$50.00 or more occurs; smaller changes are captured during the next year’s recertification process. SSI changes, which are effective on 1/1/2023 that result in a Housing Subsidy change of \$50.00 or more, require an updated budget be submitted to the Regional Field Offices (RFO) within 30 days of the change.</p> <p>However, if the official notification of the SSI change is received before 1/1/2023, and the person agrees to have the change included in their calculation, the revised budget template can be submitted for review by the RFO.</p>
<p>4. How will the Administrative Fee be billed for those receiving a traditional Housing Subsidy?</p>	<p>The Administrative Fee amount will be included in updated amounts for the Assistive Support Price (ASP) or contract, as applicable.</p> <p>As required in the Administrative Memorandum (ADM) 2022-03, documentation verifying housing subsidy funded expenses and activities supporting the Administration Fee must be retained for audit purposes, for at least ten years.</p> <p>Everyone’s subsidy will change based on the new administration fee. Assistive support price billing is an all-inclusive amount that includes both the housing subsidy and administrative fees. For the contracts, the total of the budgets (including the administrative component) should be reflected as the contract total.</p>
<p>5. Can OPWDD distribute a list of current housing subsidy maximums and Administrative Fees?</p>	<p>This information is available on the “Payment Standard Parameters” tab of the budget template. Additionally, the Housing and Urban Development (HUD) 2022 Fair Market Rents can be accessed on the HUD website.</p>

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6. Can a person living in an Individual Residential Alternative (IRA) access a Housing Subsidy?	No. A person's housing costs are part of the IRA rate charged to Medicaid. If a person moves to an IRA, their Housing Subsidy must be terminated.
7. What is the Care Manager's (CM) role in completing the budget?	The CM should be ensuring that all benefits are accessed, and the related information is provided timely to the Housing Subsidy Provider/FI.
8. Do the revised budget templates apply to all Housing Subsidy recipients (SD and traditional)?	There are two different templates, one for those who are self-directing, and one for those who are accessing a Housing Subsidy provider through a traditional payment mechanism. The housing subsidy calculation is the same in both templates.
9. Where can I find a copy of the housing subsidy template?	The templates have been distributed to provider agencies from the RFOs and Self-Direction Central Office. If you are still in need of a template, contact the local Regional Office Housing Subsidy Liaison or Self-Direction Liaison, as applicable.
10. The increased housing subsidy affects the Live in Caregiver's (LIC) rent portion - does this increase count against the PRA, or is this also accounted for in the adjustment on the budget summary page?	Since LIC is a waiver service, the increase in rent under this program is addressed as part of the PRA COLA and the costs must remain within the person's PRA level. The admin fee to the FI is backed out and does not impact the PRA.
11. When it comes to the activities that qualify for the housing subsidy administration fee, can it be something that the broker did, or does it have to be something that the FI representatives do?	Please see the November 11 Memorandum, "2022 Self-Direction Budget Template and Housing Subsidy Guidance" for information regarding Support Broker activities and administrative reimbursement for Housing Subsidies.
12. Is there required documentation that has to accompany the state voucher to bill the admin fee?	Documentation standards for administrative reimbursement for Housing Subsidies are described in ADM #2022-03. As the administrator of the housing benefit an individual will receive, the FI or Housing Subsidy provider is responsible to ensure necessary documentation is current and accurate, according to ADM requirement. The FI or Housing Subsidy provider, like all service providers, will coordinate with the individuals circle of support to effectuate this benefit.

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<p>13. Will all budget amendments that seek to access their full PRA increase (due to COLA), be required to do a Full Budget Amendment (FBA) and wait for all changes in their budget? If so, does this mean they will also have to wait to receive the much-needed increase in their housing subsidy?</p>	<p>Full Budget Amendments are not mandated for people to convert to the 2022 Self-Direction Budget Template and access the PRA increase. However, existing CNBA rules as described on page 1 of the CNBA form continue to apply. This includes that the CNBA process can only be used when the overall increase to the total budgeted amount is \$1,000 or less (cumulative for the budget year). Please see the November 11 Memorandum, “2022 Self-Direction Budget Template and Housing Subsidy Guidance” for information about the CNBA process and the enhanced Housing Subsidy Payment Standards and Admin Fee Adjustment amount.</p>
<p>14. Will all budgets with housing subsidy increases be required to submit an FBA?</p>	<p>Please see the November 11 Memorandum, “2022 Self-Direction Budget Template and Housing Subsidy Guidance” for information about the CNBA process and the enhanced Housing Subsidy Payment Standards and Admin Fee Adjustment amount. Full Budget Amendments are not mandated for people to convert to the 2022 Self-Direction Budget Template, but due to existing CNBA process rules most conversions will be required as Full Budget Amendments (FBAs).</p>
<p>15. What forms (along with the 2022 budget template) are we required to use for individuals to access the increased housing subsidy?</p>	<p>The required documentation to support a budget request is outlined in ADM 2022-03. Required documents for initial, annual recertification, and changes impacting housing subsidies can be found in pages 14-16 of the ADM.</p> <p>Attachment D are the instructions to the Budget Template and does not need to be submitted along with the Budget Template. The statement requiring that the Attachment D be submitted along with the Budget Template will be corrected in a future update to the ADM.</p>
<p>16. Will the increase in subsidy be paid retroactively, even if the person’s budget has reset during the time that they are waiting for budget approval?</p>	<p>Approvals will be made prospectively. For example, a budget received by the Regional Field Office on 11/1 will be reviewed, and if all documentation and calculations are approvable, the budget change would be approved for 12/1.</p>
<p>17. If you are limiting regional approvals to cost neutral amendments only (not addressing COLA-related PRA increases), is OPWDD recommending that people first submit a CNBA budget amendment, to access their housing subsidy and then submit another budget amendment to access their COLA?</p>	<p>No, OPWDD would recommend using the appropriate options between CNBA/FBA based on the specific amendment and applicable rules. Full Budget Amendments are not mandated for people to convert to the 2022 Self-Direction Budget Template, if their only amendment is conversion to the new housing subsidy budget template. However, due to existing CNBA process rules, amendments may need to be processed as FBAs. Please see the November 11 Memorandum, “2022 Self-Direction Budget Template and Housing Subsidy Guidance” for information about the CNBA process and the enhanced Housing Subsidy Payment Standards and Admin Fee Adjustment amount.</p>
<p>18. For Self-Direction, do amendments (CNBA/FBA) not impacting the Housing Subsidy need to include supporting</p>	<p>Budget Amendments not amending Housing Subsidies and outside of the Housing Annual Recertification process do not need to include supporting information for housing. Please be advised that for most</p>

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documentation (e.g., lease, utility bills, income, etc.)?	people with Housing Subsidies, conversion to the 2022 Budget Template will result in Housing Subsidy amendments due to the enhanced Subsidy amounts. Additionally, annual recertification is due by 11/15/22. If a person has not previously submitted their lease, utility bills, income, and QA Expectations Checklist for their annual recertification and now is seeking to obtain the 2022 FMR amounts, they will be required to provide all necessary documents.
19. For the individuals self-directing who are looking to remove the Housing Subsidy from their Budget, what information is required to be provided?	The Housing Subsidy program is the same for all participants, whether they are accessing funding through a SD budget/FI or through a traditional housing subsidy provider. If a person is seeking an end to their Housing Subsidy, information regarding the termination should be submitted to the RFO. The reason for the termination will drive what documentation is required. All terminations require a notification from the RFO to the individual.
20. I have two people on my caseload that have been refused housing subsidies due to their landlord living in the same residence. Does the new budget template change this decision?	The change in the Budget Template does not impact the programmatic requirements of the Housing Subsidy program. See ADM 2022-03 for more information on programmatic requirements.
21. How do we get assistance if the calculations do not appear to be happening correctly, for example, if there appears to be a negative calculation that we do not understand?	If you do not understand a calculation, it is best to work within your organization to be sure that all information is correct. If there are still questions, reach out to your local RFO staff for assistance.
22. How does the Fiscal Intermediary access the Administrative Fee?	The Administrative Fee amount will be included as part of the vouchering for state paid services process. Please see the November 11 Memorandum, "2022 Self-Direction Budget Template and Housing Subsidy Guidance" for more information regarding the Fiscal Intermediary Administrative fee.
23. Will there be updated language in the broker agreement for allowable services regarding Housing?	Support Broker billable activities are described in ADM 2019-06 and reflected on the Support Broker Agreement as mandated or applicable. Those activities are not being modified related to Housing Subsidies. Please see the November 11 Memorandum, "2022 Self-Direction Budget Template and Housing Subsidy Guidance" for more information regarding Support Broker activities and administrative reimbursement for Housing Subsidies.