



995 Worthington Street, Springfield, MA 01109
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DDS CHARGES FOR CARE GUIDELINES

All consumers living in a DDS group residence will be required to pay Charges for Care. This is to offset the cost of care in accordance with DDS regulation 115 CMR 3.05. The following recurring payments will be considered at 75% for computing charges for care:

1. Net income derived from a business
2. Interest
3. Net rental income
4. Dividends
5. Annuities
6. Pensions
7. Unemployment compensation
8. Worker's compensation
9. Royalties
10. Veteran's Administration benefits
11. Supplemental Security Income benefits
12. Old Age and Survivor Disability Insurance benefits

All earned (work) income will be considered at 50% of earned income that exceeds \$65.00 per month for computing charges for care.

Adjustments for charges for care can be made when an individual has necessary expenses but does not have sufficient funds to pay for these expenses in a particular month. In such cases, charges can be reduced by an amount that will enable the individual to pay the expenses.

Necessary expenses included are:

1. Reasonable transition expenses to enable a person to move to a less restrictive living environment.
2. Cost of premiums to enroll and maintain a health insurance program
3. Medical and dental expenses, including medication, not covered by other insurance.
4. Transportation expenses
5. Alimony payments
6. Loan payments, only if the loan was incurred to pay for expenses designated in this section.
7. Funeral related payments
8. Educational costs (i.e. tuition)
9. Uniforms or tools required by a job and required to be purchased by the individual



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10. Child support and day care expenses of minor child
11. Maintenance needs of the individual's spouse, minor children or dependents at home.

It is expected that each individual or his/her guardian provides the appropriate documentation of recurrent payments and expenses to Association Properties Group at the time of intake to facilitate the computation of the charges for care costs. Also, when changes of payments or expenses occur, it is the responsibility of the individual to notify Association Properties Group so adjustments can be made.

Charges for Care Guidelines

All consumers living in DDS group residences will be required to pay Charges for Care. This is to help offset the cost of their care as required by the State of Massachusetts.

The following general categories of expenditures are considered cost of care that are paid for by MHA with state funding and offsetting income (charges for care and food stamp income):

- Upkeep and maintenance of the household
- Basic household furnishings
- Food
- Staff meals and entertainment when engaging in routine community activities
- House phone service
- Basic internet access
- Transportation to medical/dental appointments
- Transportation for community outings
- Parking for appointments and community outings
- Staffing pattern as outlined in the current site specific safety plan
- Services and supports to implement the participant's ISP
- Staffing levels defined within the DDS contract

The following expenses are the responsibility of the participant and are not paid for by MHA with state funding and offsetting income (charges for care and food stamp income):

- Furnishings for the individual's bedroom that go above and beyond the standard
- Cable television
- Cost of own meals and entertainment when out in the community
- Clothing
- Individual costs incurred on vacation



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Personal care items, such as shampoo, deodorant, and toothpaste

From time to time there may be expenses that are considered “additional”, “above and beyond”, “special” or “one-time costs” for which a separate agreement with the participant/guardian would be necessary. While there is no way to account for every circumstance, the following are general expenses that would typically require a separate agreement:

Staff expenses for special occasions, activities or entertainment such as admission tickets to events that exceed MHA’s routine supports to the individual for regular community events and entertainment.

Staff travel, accommodations and entertainment expenses when on vacation together.

Computing Charges for Care

All recurring payments will be considered at 75% for computing Charges for Care. Recurring payments are, but not limited to: Veteran’s Administration benefits, Retirement payments, Supplemental Security Income, Old Age and Survivor Disability Insurance benefits. The total annual income received in recurring payments will be reduced by an income adjustment of \$400.00 per year. All work income will be reduced by \$780.00 per year (\$65.00 per month) prior to computing Charges for Care. All work income will be considered at 50% for computing Charges for Care.

Example A:

SSDI income: \$423.00 per month	Annualized: \$5076.00
	Income Adjustment: <u>\$-400.00</u>
	Adjusted Income: \$4676.00

Work income: \$72.00 per week	Annualized: \$3744.00
	Work Credit: <u>\$- 780.00</u>
	Adjusted Income: \$2964.00

Adjusted Recurring Payment Income:	\$4676.00 / 12 X 75% = \$292.00
Adjusted Earned (Work) Income:	\$2964.00 / 12 X 50% = <u>\$123.00</u>
	\$415.00 Total Charge for Care

If the consumer is living in a HUD 811/202 subsidized group residence, the Charge for Care will be reduced by the amount of rent required by HUD. In example A, if the rent charge is \$210.00, the charge for care amount would be adjusted to \$205.00.

Example B:



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SSI income:	\$372.00 per month	Annualized:	\$4464.00
SSDI income:	\$162.00 per month	Annualized:	\$1944.00
		Total Income	\$6408.00
		Income Adjustment	\$- 400.00
		Adjusted Income	\$6008.00

Adjusted income \$6008.00 / 12 X 75% = **\$375.00 Total Charge for Care**

If the consumer is living in a HUD 811/202 subsidized group residence, the Charge for Care will be reduced by the amount of rent required by HUD. In example B, if the rent charge is \$150.00, the charge for care amount would be adjusted to \$225.00.

CHARGES FOR CARE APPEAL PROCESS

Within thirty (30) days of being notified of the amount of the monthly fee-payor charge, a fee-payor may appeal the charge in writing to the Property Manager.

Grounds for appealing a charge for residential services and supports shall include:

1. Miscalculation of the charge.
2. Misidentification of the client or fee-payor.
3. Failure to adjust the charge for necessary expensed in accordance with DDS regulation 115 CMR 3.05.

During the appeal process, MHA shall continue to bill the fee-payor the monthly charge for residential services and supports.

The Property Manager or designee shall review the appeal within 30 days of receipt. The fee-payor shall be given an opportunity to present oral or written statements relevant to the charge, to question MHA concerning the charge and to have a representative present if desired. A decision shall be made within 30 days and the Property Manager shall notify the fee-payor in writing stating the reason for such decision.