



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Developmental Disabilities Administration
PO Box 45310, Olympia, WA 98504-5310

DEVELOPMENTAL DISABILITIES ADMINISTRATION

Exception to Policy

Date: March 18th, 2020

An Exception to Policy (ETP) has been requested by DDA Certified Residential Services Programs including:
Supported Living, Group Homes, Group Training Homes

[Policy 6.04 BILLING, PAYMENT, AND COST REPORTING FOR SUPPORTED LIVING, GROUP TRAINING HOMES, AND GROUP HOMES](#)

Description of request:

For the purpose of facilitating provider limitations during COVID – 19 Pandemic DDA is requesting an Exception to:
DDA Policy 6.04, Procedure 1. Cost Report Submission, Section A. Cost Report Due Date, Numbers 1, 2, and 3.

These sections require cost reports to be submitted to DDA by March 31st, 2020 for calendar year 2019.

Description of exception:

This exception to DDA Policy 6.04 allows Certified Residential Services Programs to focus on avoiding interruption to client services during COVID 19 pandemic for purposes of submitting the annual cost report.

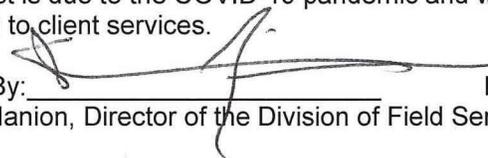
This request is to extend the due date of the cost report submission for all providers until May 31st, 2020 for the calendar reporting year of 2019.

Providers do not need to request an individual exception.

This exception will avoid an interruption in service to DDA clients being supported through this Pandemic of Covid-19.

- ETP approved
 ETP denied.

This request is due to the COVID-19 pandemic and will assist providers in focusing on avoiding interruption to client services.

Approved By:  Date: 3/18/20
Shannon Manion, Director of the Division of Field Services DDA