



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

September 24, 2021

To: DDA Adult Residential Contracted Community Providers

Re: Exception to Policy

An Exception to Policy is being granted for the DDA Certified Residential Services Programs including: Supported Living, Group Homes, and Group Training Homes.

Policy 6.02 RATES AND OTHER COVERED COSTS FOR SUPPORTED LIVING, GROUP TRAINING HOMES, AND GROUP HOMES

Policy 6.04 BILLING, PAYMENT, AND COST REPORTING FOR SUPPORTED LIVING, GROUP TRAINING HOMES, AND GROUP HOMES

Description of request:

Funding is added as a temporary rate increase for Supported Living, Group Training Home, and Group Home Services providers October 1 through December 31, 2021.

To facilitate provider-rate increases during the COVID-19 pandemic, DDA is allowing (under its exception authority to):

- DDA Policy 6.02, the use of administrative/non-staff rate component, for the department-approved amounts
- DDA Policy 6.04, cost report settlement process

Description of Exception to Policy (ETP):

This ETP to DDA Policy 6.02 allows Certified Residential Service programs to use the temporary rate adjustment to reflect costs related to COVID-19. This increase is added in the form of a temporary rate increase to the total daily rate for each client. The increased amount will be reflected in the administrative/non-staff component on your contract rate exhibit. This exception will allow Certified Residential Service programs to exclude these temporary revenues from the annual settlement process on their agency cost report. The agency may use the funds to meet needs, either in the Instruction and Support Services (ISS) or the admin/non-staff cost center. We encourage you to use part of these funds to support and retain your staff during this emergency created as a result of the COVID-19 pandemic.

The intent of the temporary rate increase is to address staffing, supplies, and other administrative/non-staff costs the agency may incur due to the pandemic. These additional funds should address staff add-on, Cost of Care Adjustments or Residential Allowance Requests related to COVID-19 expenditures.

This exception to DDA Policy 6.04 allows Certified Residential Services programs to exclude all COVID-19 pandemic reimbursements from the settlement process to complete and audit the annual cost report.

These additional funds will remain in your contract through December 31, 2021, in the form of a temporary rate adjustment equal to 11.3% of the Total Daily Rate of each client in your contract. No new exhibits will be generated for this temporary rate increase, as there will be no change to your contract. The agency must maintain all records per DDA policy.

I appreciate your continued partnership and commitment to bring quality services for people with disabilities. Please do not hesitate to connect with me if you have questions at [valerie.kindschy@dshs.wa.gov](mailto:valerie.kindschy@dshs.wa.gov) or 253-341-2044.

Thank you,

Valerie Kindschy

cc: Residential unit HQ  
Regional Administrators  
Resource Administrators  
DDA Office of Rates Management  
DDA Office of Budget Management