



June 30, 2022

Dear Families,

The New York State Office of Person with Developmental Disabilities (OPWDD) recently released an Administrative Memo (ADM) that more clearly defines the goals, eligibility and general guidance for Family Support Services (FSS) Family Reimbursement. You can access the ADM at: <https://opwdd.ny.gov/regulations-guidance/adm-2022-02-family-support-services-fss-reimbursement-guidelines/>

This new guidance goes into effect 7/1/2022 and may impact your submission. Included in this packet is the People Inc. [guidelines](#) to assist you with submitting the paperwork for reimbursement. This is based on the 2022 ADM, previous guidance from our local state agency and general People Inc. standards. Highlights include:

1. The new cap is \$3000. People Inc. has decided to utilize this cap in order to make submission easier for you.
2. A Life plan must accompany any application in order for it to be reviewed. It must include family reimbursement with People Inc. listed in Section V. Your Care Manager is aware and should be including in your Life Plan.
3. People who participate in self-direction will no longer be able to access additional respite funds through family reimbursement. However, they can still submit for goods and services.
4. Attendance in camp must be verified. The person must participate in camp and therefore, People Inc. will reimburse after the person has attended camp. In addition, camp must be DOH or OPWDD certified.
5. People Inc. is no longer able to pay co-pays per the ADM.
6. Please review the respite section regarding paying less than minimum wage. Consider paying at least minimum wage, which is \$13.20 per hour but if you have a reason for paying below minimum, you will need to justify (such as overnight support, more than one person, etc.). There are guidelines regarding the maximum allowable and they have now stipulated that providers must be 18 years of age.

Finally, People Inc. can only accept a [2022 application](#) and the [2022 respite verification form](#). The Life Plan must be up-to-date with People Inc. listed as the FSS family reimbursement provider in Section V. Clinical justification **connecting the purchase to the person's disability** will continue to be necessary. Any supplements must have direct correlation to the disability (for each one).

We will be working with all our families and care coordinators to provide as much support as possible while living within the guidance. We are looking to add a couple of meetings over the summer to better accommodate due dates and ensure that we can process checks as soon as possible within the system that needs to be followed.

If you have any questions, you can reach us at Finger Lakes 585.441.9300/Western New York: 716.880.3708, or you can send an email to: fssfrembursement@people-inc.org and we will be glad to assist. We apologize for any inconvenience that might be caused in the transition and will work with you and your coordinator to transition to the new process.

Sincerely,

Linda Rinaldo, Director of Admissions and Family Reimbursement