



# Department of Developmental Disabilities

John R. Kasich, Governor  
John L. Martin, Director

## MEMORANDUM

**TO:** Mark Davis, Ohio Provider Resource Association  
Pete VanRunkle, Ohio Healthcare Association  
Dan Connors, Values and Faith Alliance  
Kathy Phillips, Ohio Waiver Network  
Lori Stanfa, Ohio Association of County Boards  
ICF Providers  
CB Superintendents  
SSA Directors  
Kristen Henry, APSI  
Gary Tonks, ARC  
Dana Charlton, OSDA

**FROM:** Ashley McKinney, ICF Operations Manager

**DATE:** September 19, 2017

**SUBJECT:** Bridge Funding Update

The [updated FY18 Bridge Funding Invoice](#) is now available for individuals vacating an ICF/IID on an exit or conversion waiver. Please note that all requests that occur after 7/1/17 must be filed on the updated invoice and should now be sent to the attention of Ashley McKinney at [CR-ICF@dodd.ohio.gov](mailto:CR-ICF@dodd.ohio.gov). Requests for funding for individuals vacating a DC should continue to be sent to Lisa Hutchison on a separate invoice specific for DC residents.

As a reminder, individuals who move out of an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) to a waiver as the result of a conversion of the ICF/IID bed or an exit waiver will now be eligible to receive up to \$1,000 to assist in moving to their new home.

Any individual who has lived in an ICF/IID for more than 90 days is already eligible for up to \$2,000 HOME Choice money for goods/services required to start a new household when they leave the facility to be served on a waiver in a community setting. In some cases, this is still not enough to transition to the community if the individual has little to no resources. Due to this, we are offering additional “startup” money.

Individuals transitioning from an ICF/IID into their future home must exhaust all available resources before making a request for additional “start-up” funds. In those instances in which all available resources are exhausted and items are still needed, we will provide additional start-up funds of up to \$1,000/person. Items would include but are not limited to purchase of furnishing and appliances, fees for the installation and/or deposit fees of utilities, and adaptive equipment not covered by Medicaid.

This will be reimbursed to the provider or county board (depending on which entity expended the funds) using a standard invoice (Attachment A). The provider or county board must sign a statement (Attachment

B) attesting to the fact that all known, available resources for that individual have been exhausted and the team agrees with the purchases. Receipts must also be attached for items purchased. Invoices (and supporting documentation) can be submitted to Ashley McKinney at [CR-ICF@dodd.ohio.gov](mailto:CR-ICF@dodd.ohio.gov).

### **PAYMENT OF SERVICES**

In order for the State of Ohio to process invoices and pay providers or vendors, they must become a Service Provider in our system, which is called OAKS. The Medicaid Claims System (MITS) is not part of OAKS; therefore, you must become a service provider even if you are in the MITS system. If you are already an OAKS Service Provider, you will not need to re-enter your information.

#### **To become an OAKS Service Provider:**

Go to website (<http://ohiosharedservices.ohio.gov/SupplierOperations/Forms.aspx>) and complete the first two forms (Supplier Information Form and IRS Form W-9). There are instructions on the form that the completed and signed documents can be emailed, faxed, or mailed to Ohio Shared Services. Please make sure the Supplier name you provide on both forms matches exactly. For example if you include a middle initial for your name on one form, then you must include it in the name on the other form. Also, both forms require a handwritten signature. Forms with electronic signatures will be rejected.