Unwinding PD Family Hire

PD Mini Training
July 2023

DBHDD PD Team
Public Health Emergency
Appendix K

- Ended May 11, 2023
  - The state has 6 months to unwind services that were allowed during PHE/Appendix K

- Grace Period ends November 11, 2023
  - The state must revert to its original waiver policies

**NOW/COMP Waiver Family Hire Policies in the Program Manual will be reinstated on November 12, 2023**
• Legal guardians, waiver participant spouses, and parents of minors are **not** permitted to be paid caregivers per Chapter 900, section 902, PART II Policies and Procedures COMP and NOW Waiver Program Manual.

• **Respite** will **no longer** be a service available for Family Hire.
• Family members who have extenuating circumstances as defined in Chapter 1200 will need to apply no later than **July 31, 2023**, to continue being paid caregivers after **November 11, 2023**.

• Family Hire applications with **supporting documentation** must be submitted to **participant.direction@dbhdd.ga.gov** no later than **July 31, 2023**.

• DBHDD will send out notification of approval or denial no later than **September 15, 2023**, to the responsible parties.
Appendix K Family Hire application approvals will be valid from **November 12, 2023, through February 28, 2024**. The approval letter will list the due date for the next family hire application.

Only family hire applicants approved by DBHDD will be permitted to continue employment with the fiscal agencies after **November 11, 2023**.
Let’s look at the PD Family Application...page 1

• Please fill in and check appropriate boxes

• Please that as of July 1, 2023, the family member may be on the lease or deed. We do want you to answer this question, but it will not be considered in the approval decision

• All other criteria on this page will be taken into consideration for approval/denial.
Diving into page 2 of PD

Family hire application:

- Must meet 2 of A-C to be considered for approval
- Writing in answers on the second column is not acceptable - you must include these in your cover letter and in any supporting material
- If you want to circle or highlight the criteria that you plan to use, that will be helpful for us when we cross reference your letter, supporting materials and the application
This page should be included with your application, but there is nothing for you to complete.

PD coordinators will use this page to record approval or denial.

If an application is denied and appealed, then this page will be used for 2nd or 3rd review.
This page was designed for explanations of items from page 2.

You can cut and paste your cover letter onto this page if you want.

You can also leave blank, but attach your cover letter and other flyers or supplemental materials to the end of the application.

When submitting, please make sure this page is in the application even if you choose to leave blank and add other documentation.
What is meant by “can’t be more than what would be paid for a traditional provider of similar service”?

This means that the employee is not paid more than the traditional provider rate for the service.

• For Community Living Support Services (CLS):
  • the traditional provider rate for CLS-extended is $6.76/15 minutes, so the max a family caregiver could be paid is $27.04/hour for CLS-extended.
  • The traditional provider rate for CLS-basic is $7.49, so the max a family caregiver could be paid is $29.96 for CLS-basic.

• For Community Access Individual (CAI) and Group (CAG)
  • the traditional provider rate for CAI is $8.73/15 minutes, so the max family caregiver pay is $34.92/hour for CAI.
  • The traditional provider rate for CAG is $3.65/15 minute unit so the max family caregiver pay is $14.60/hour for CAG.
What is meant by supporting material?

• **Letter of circumstances including:**
  • An explanation of how you meet the 2 of the 3 criteria on page 2
  • Be specific and explain what you have done to search for staff and hire staff
  • Include the family hire relationship and why they are a good fit
  • Any other information you want to include to make your case for family hire

• **Flyers w/ date and times and places of posts**

• **Screen shots of advertisements on websites including names of websites and dates posted**

• Any other information that may help support your case for family hire
A completed Family Hire application consists of …

• The full application….all 4 pages
• Letter of circumstances
• Supporting material that supports your case for family hire
• include at least two of the three extenuating circumstances as outlined on page 2 of the application and as defined in Chapter 1200, PART II Policies and Procedures COMP and NOW Waiver Program Manual.
Sending completed application:

• Send completed application with supporting material to:
  • participant.direction@dbhdd.ga.gov

• Make sure you copy your Support Coordinator or Planning List Administrator on the email

• Enter “Family Hire Request- Region #” in the subject line of the email.