

## Memorandum

**To:** Participant Direction Representatives, Participant Direction Participants and their Families, Support Coordination Agencies, Fiscal Agencies, and DBHDD Employees

**From:** Dr. Jeff Thompson, Director of Community Services, DBHDD

**Date:** June 23, 2023

**RE:** Unwinding Appendix K- Family Hire for Self Directed Services

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The temporary provisions for Family Hire provided through Appendix-K will end on November 11, 2023. The established Family Hire Provisions in Chapter 1200, PART II Policies and Procedures COMP and NOW Waiver Program Manual will be reinstated on November 12, 2023. 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](mailto:participant.direction@dbhdd.ga.gov) no later than **July 31, 2023**.

Below is an outline of specific details:

- 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.
- After November 11, 2023, legal guardians, waiver participant spouses, and parents of minors are not permitted to be paid caregivers per chapter 902, PART II Policies and Procedures COMP and NOW Waiver Program Manual.
- After November 11, 2023, Respite will no longer be a service available for Family Hire.
- When emailing the application to [participant.direction@dbhdd.ga.gov](mailto:participant.direction@dbhdd.ga.gov) please copy your Support Coordinator or Planning List Administrator. Enter "Family Hire Request- Region #" in the subject line of the email.
- A completed application must 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.
- DBHDD will send out notification of approval or denial no later than September 15, 2023 to the responsible parties.

Thank you for your continued partnership as we unwind the Appendix K due to the end of the Federal Public Health Emergency.