



## Plan for Direct Service Workforce State Plan and Direct Service Workforce Investment Grant 2022

### Policy:

FSSA is dedicating \$130 million to this opportunity with a requirement that 95% of funding awarded flow through to direct service workers. To be eligible for this funding, providers must comply with the following:

1. Active during State Fiscal Year 2022: Defined as having submitted claims for qualifying paid expenditures during State Fiscal Year 2022 (July 1, 2021 - June 30, 2022)
2. Currently active: Defined as currently providing services to Medicaid beneficiaries
3. Medicaid provider that provides services to individuals in the home and community: As of the date of attestation, providers must be an actively enrolled IHCP provider and delivering the following types of services:
  - Adult Day Services
  - Adult Foster Care
  - Assisted Living
  - Attendant Care (including Self-Directed Attendant Care)
  - Community/Day Habilitation
  - Extended Services
  - Facility Based Supports
  - Facility Habilitation
  - Home Health Services
  - Homemaker
  - Participant Assistance and Care
  - Pre Vocational
  - Program of All-Inclusive Care for the Elderly (PACE)
  - Residential Habilitation and Support (Hourly & Daily)
  - Respite Care
  - Structured Family Caregiving
  - Waiver Transportation
  - Workplace Assistance

To receive funding, eligible providers should submit the attestation form provided by FSSA by Dec. 22, 2022. The form requires providers to attest that they will:

- Direct 95% of the grant funding to direct service workers
- Develop a plan for how they will direct grant resources to direct service workers. Completed plans must be posted to the provider's public-facing website and submitted in the attestation no later than Dec. 22, 2022.
- Respond to a final grant impact survey that captures how the dollars were spent
- Obligate money from each round prior to receiving the next round of funding
- Comply fully with the HCBS Settings Rule: After the March 17, 2023 deadline, providers must be compliant in order to receive further rounds of funding.

### Written Notice

BDDS and FSSA will be notified of Guaranty Residential Services's plan to pay payroll tax liabilities, bonuses paid, and incentives to DSPs who work on an hourly basis by 12/22/2022.

All DSPs of Guaranty Residential Services will be notified of Guaranty Residential Services plan to pay payroll tax liabilities, bonuses, and incentives to DSPs through written and

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electronic form by 12/22/2022, including the posting of this plan to Guaranty Residential Services's website by 12/22/2022.

### **Maintenance of Records**

Guaranty Residential Services shall maintain all books, documents, papers, accounting records, and other evidence required to support the reporting of payroll information for payment of payroll tax liabilities and for bonuses including other incentives to eligible direct care staff. Wages are defined as:

Total compensation, including paid time off and training, less overtime and shift differential for direct care staff providing services to individuals receiving the affected services as reported on the provider's payroll records.

Guaranty Residential Services will make these materials available at its offices at all reasonable times and for three (3) years from the date of final payment for the affected services for inspection by the state or its authorized designees. Guaranty Residential Services shall furnish copies at no cost to the state if requested.

### **Recoupment**

The Office of the Secretary of FSSA or its designee may recoup all or a part of the amount paid using the increased reimbursement rates based upon an audit or review of the supporting documentation required to be maintained if Guaranty Residential Services cannot provide adequate documentation to support the payment of payroll tax liabilities and the payment of bonuses to direct care staff (DSPs). This may include a recoupment of the difference between ninety-five percent (95%) of the amount received by Guaranty Residential Services as a result of grant and the amount of the increase that is actually used by the provider to pay payroll tax liabilities and to pay bonuses to DSPs.

### **Procedure**

As of 12/22/2022, BDDS has made available through the Direct Service Workforce State Plan and Direct Service Workforce Investment Grant. The BDDS is requiring that at minimum 95% of this amount be used to benefit the employees directly working with the Individuals served. Guaranty Residential Services has decided to use this 95% of the grant received to pay payroll tax liabilities, bonuses, and incentives paid to DSPs. This means, dependent on the amount of funds received through the grant by Guaranty Residential Services, we plan on increasing the rate at which DSPs are compensated through payroll tax liabilities, bonuses, and incentives including but not limited to, hiring bonuses, gas cards, and spot bonuses while providing the following services:

- Community/Day Habilitation
- Participant Assistance and Care
- Residential Habilitation and Support (Hourly & Daily)
- Respite Care
- Waiver Transportation
  - All other services previously mentioned are not currently being provided by Guaranty Residential Services at the effective date of this policy.

Guaranty Residential Services will ensure a minimum of 95% of the Grant will be used to pay payroll tax liabilities, bonuses, and incentives through the following:

1. The payments from the Grant by the State of Indiana will be dispersed to Guaranty Residential Services through three payments which are expected to be received in January of 2023, Spring of 2023, and Summer of 2023.

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2. When the first payment is received in January of 2023. Guaranty Residential Services will then calculate what the remaining payments in the Spring of 2023 and the Summer of 2023 will be, to calculate the total amount that will be received as a result of this Grant.
3. Guaranty Residential Services will then formulate a payout plan for these Grant funds which will take into account the following:
  - a. Dispersal of the funds will mainly be conducted through a bonus program on a monthly basis. The bonuses will vary by DSP depending on the time the employee has been employed by Guaranty Residential Services and the amount of funds received through the Grant. Also dependent on the amount of funds received through the Grant, Guaranty Residential Services will attempt to disperse the funds through a hiring bonus program and spot distribution of gas cards as the executives of Guaranty Residential Services see fit.
  - b. The Grant will also be used to pay the additional payroll tax liabilities of the bonus earnings through the current payroll company used by Guaranty Residential Services.
  - c. Currently, an increase in benefits (i.e. health insurance, dental insurance, etc...) for DSPs as a result of the Grant will not be offered at this time, as the Grant will only be spent on bonuses, other incentives, and paying the payroll tax liabilities of the DSPs.
  - d. If the amount paid to the DSPs through the bonuses and incentives does not meet the minimum of 95% of the Grant used per month, at the end of every month the DSP(s) will receive an additional bonus, determined by the number of hours worked with the Individual served, to ensure 95% of the Grant has been used properly.
  - e. To ensure that all DSPs of Guaranty Residential Services are notified of the Grant plan and Guaranty Residential Services's plan to implement the grant funds, a printed copy of the plan will be provided to all DSPs by their direct supervisor and an electronic copy will be emailed to each DSP through the email address on file in Guaranty Residential Services electronic documentation system by 12/22/2022. Information of this plan will also be communicated to all DSPs by text message (SMS), as well as posted to the Guaranty Residential Services website.

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