



**Topic: State Supplemental Payments for Congregate Day Services
Beginning July 20, 2020**

Congregate Division Day Services

Since March 17, 2020, congregate day services have been closed due to health concerns related to the COVID-19 pandemic. During that time, provider retainer payments were issued about every two weeks in an amount equal to 75% of the agency's highest month of billing between July and December 2019.

On June 30, 2020, CMS clarified that the maximum number of retainer days eligible for federal match are three 30-day periods. For day programs that operate Monday through Friday, these are three six-week periods. Therefore, 75% day service retainer payments will end on July 17, 2020.

Effective July 20, 2020

Post July 17th, until further notice and subject to state appropriations, the State will make a supplemental payment that represents an advance equal to 50% of the agency's highest month of billing between July and December 2019. Receipt of the supplemental payment is contingent upon the agency delivering and billing 15-minute increments of modified day services to interested individuals. Funding allocated as follows:

- The Division will transmit the State supplemental payment at the beginning of the month; and
- Providers will be able to bill for prior authorized services in addition to the supplemental payment. However, as the full amount of available State funding has already been advanced, future supplemental payments will be reduced by the State share (50%) of service claims.

The first monthly supplemental payment will be issued on or about August 1, 2020. Subsequent supplemental payments will be issued on or about the 1st of each month thereafter and adjusted based on Division reconciliation of previous months claims for the five covered services. After day programs re-open, there will be new guidance on billing going forward and a final reconciliation. The August 1 supplemental payment will cover the time period from July 20 through August 31. Subsequent supplemental payments will be calculated monthly.

Example:

Provider receives the supplemental payment in the amount of \$50,000, which is intended to be inclusive of the State share of any services billed during the month. During this month, the provider submits day service claims totaling \$20,000 (\$10,000 state and \$10,000 base federal match). Actual payments in this month will equal \$70,000, however, the supplemental payment already accounted for \$10,000 in State share funding that will be subtracted from subsequent supplemental payments. The next month, the Division will issue an adjusted supplemental payment of \$40,000 (\$50,000 amount less the \$10,000 state share of previous month's claims), leaving net revenue for the previous month at \$60,000. Please note that during this period, the agency will retain all payments based on service claims.

Eligibility for continued receipt of payments, and other important information, is as follows:

In preparation for the July 20 change in payments, day service providers should immediately reach out to those individuals/families they were serving prior to program closure and inquire if they are interested in receiving any of the five impacted services.

- Each month, an agency **must** provide one or more 15-minute increment service to as many interested individuals with valid prior authorizations for any of the five impacted services (Career Planning, Community Inclusion, Day Habilitation, Pre-vocational Training-Group, and Supported Employment-Group). Temporary Service Modification and Documentation guidance on these services is found here: www.nj.gov/humanservices/ddd/documents/covid19-temporary-service-modifications.pdf
- Services may be provided remotely. While congregate day settings remain closed, in-person services may also be rendered in alternative, socially-distanced settings at the discretion of the planning team.
- Services cannot exceed the prior authorized units in an individual’s service plan. If a prior authorization is not in place, a plan revision is required.
- The Division must receive the Attestation described in [Congregate Day Services Retainer Payments](#) by 5pm July 21, 2020 in order to be eligible for supplemental payments.
- Any agency accepting supplemental payments after July 20, 2020 does so in good faith and has the intention of re-opening once congregate day settings are permitted to do so. Any agency receiving this supplemental payment that does not reasonably anticipate its ability to re-open, or has general questions, must contact the Division immediately by emailing DDD.FeeForService@dhs.nj.gov.

Day service providers that received retainer payments should not submit claims to DXC for services rendered on or before July 17, 2020, as these were covered in previous retainer payments. Any of the following five services delivered on or after July 20 may be submitted to DXC for reimbursement, including for new individuals an agency had not been serving prior to program closure (for example, 2020 graduates):

- Career Planning
- Community Inclusion Services
- Day Habilitation
- Prevocational Training (Group)
- Supported Employment (Group)

Guidance for Individuals/Families and Support Coordinators

Individuals who were prior authorized for and had been receiving day services prior to the COVID-19 pandemic may be contacted by their day services provider to determine whether they wish to resume some level of modified day services (typically, provided remotely). The provider will explain what the services are and how they will be delivered, and the individual/family can decide how they wish to proceed.

If an individual/family is interested in receiving the modified day services, they must contact their support coordinator to make sure the service is prior authorized in the service plan. If it is not, the support coordinator must complete a plan revision to add the service. As always, services must fit within the overall budget for the plan year, and support coordinator should enter a COVID-19 note explaining how the service is temporarily being modified.