
| | |
|-------------------------------------|---|
| POLICY TRANSMITTAL NO. 04-05 | DATE: APRIL 29, 2004 |
| FAMILY SUPPORT SERVICES DIVISION | DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH |

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:70-8-1.

EXPLANATION: **Policy revisions were approved by the Commission and the Governor as required by the Administrative Procedures Act.**

OAC 340:70-8-1 is revised to increase the age from three years to four years of age that children are eligible to receive diapers through Supplemental Security Income-Disabled Children's Program (SSI-DCP).

Original signed on 3-9-04

Mary Stalnaker, Director
Family Support Services Division

Marilynn Knott, Administrator
Office of Planning, Policy & Research

WF # 03-30 (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following a “DHS” number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The “340” is the Title number that designates DHS as the rulemaking agency; the “2” specifies the Chapter number; and the “1” specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, DHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, DHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Rules and Policy Management Unit staff at (405) 521-3611.

REMOVE

340:70-8-1

INSERT

340:70-8-1, pages 1-7, revised 5-1-04

340:70-8-1. Eligibility and available services

Supplemental Security Income-Disabled Children's Program (SSI-DCP) is established under Section 1615 of the Social Security Act. This provides for the referral by the Social Security Administration (SSA) for Supplemental Security Income (SSI) recipient children who are under 18 years of age to a designated state agency which provides social services.

(1) **Eligibility.** Any child between the age of birth and 18 years of age is eligible if the child receives a Supplemental Security Income (SSI) payment. SSA establishes financial and medical eligibility for the SSI disability payment. ■ 1

(2) **Service plan.** A service plan must be written by a worker for each child on SSI-DCP to plan current and future social service needs. This plan must be reviewed yearly in conjunction with the eligibility review. If the child has other types of benefits which have a current social service plan, an additional social service plan is not necessary. All equipment and services available through SSI-DCP funding must be pre-approved. ■ 2

(3) **Services.** Services available locally or through SSI-DCP funding are described in (A) through (F) of this paragraph.

(A) **Child care.** The purpose of child care services is to enhance social skills and assist transition into a group setting such as the classroom. Enrichment child care, developmental child care, or both, are available to children with disabilities for a period of ten full-time days per month in an approved child care center.

(i) A written recommendation is submitted by a professional such as an occupational therapist, physical therapist, special education teacher, or physician and processed by the Oklahoma Department of Human Services (OKDHS) county office for approval.

(ii) The professional who writes the recommendation must work directly with the child in some capacity and be knowledgeable concerning the needs of the child.

(iii) This service is only for children who have no other funding source to provide child care. ■ 3

(B) **Equipment.** Equipment which is ordered, purchased, and paid for through SSI-DCP is available for children with special needs. The equipment must be

used to aid the child in accessibility or mobility. It requires a recommendation from a professional such as an occupational therapist, physical therapist, special education teacher, or physician who has professional knowledge concerning the equipment needs of the child.

(i) Computers or computer software are not in the scope of the program.

(ii) Educational or classroom devices, equipment, or supplies that are not adapted are not in the scope of the program. ■ 4

(iii) Van lifts are available to a child who is not in OKDHS custody, tribal custody, or in the Developmental Disabilities Home and Community-Based Waiver Program. The family must own the van as verified by title registration and license verification. Only a certified van lift specialist is approved to install the lift and the lift must have factory and dealership warranty equal to private purchase warranty. The life expectancy of a van lift is ten years through SSI-DCP. Under no circumstances will the lift be replaced prior to the ten-year period. All repairs are the responsibility of the family. ■ 5

(C) **Diapers.** Diapers are stocked in the OKDHS warehouse. Diapers are ordered and distributed monthly to county offices. To be approved for this service the child must be between four years and 18 years of age. A physician must document in writing that the child cannot be toilet trained. This service request must be renewed yearly at the time of the review to continue receipt of the diapers. ■ 6

(D) **Formula.** Formula is stocked in the OKDHS warehouse for distribution to the county office for children with special health care needs. Formula is ordered monthly and distributed monthly. A physician or nutritionist must provide a written recommendation naming the brand of formula needed by the child. A written recommendation is required yearly at the time of the review to continue receipt of the formula. ■ 7

(E) **Developmental aid.** A developmental aid is any device or equipment that is adapted to meet the needs of a child with special needs. A child who is not disabled does not generally use these items. This service request requires a written explanation from a professional such as an occupational therapist, physical therapist, special education teacher, or physician concerning the goals and objectives this equipment would meet. ■ 8

(F) **Professional services.** These are non-medical services recommended by a physician, physical therapist, or occupational therapist which define goals and

objectives to achieve clearly defined results. As the budget allows, certain services are available for emergency needs on a temporary basis. ■ 9

(4) **Purchasing procedures.** All equipment and materials purchased from SSI-DCP funds must be pre-authorized by Family Support Services Division (FSSD), Health Related and Medical Services (HR&MS) Section. ■ 10

(5) **SSI-DCP notices.** If a SSI-DCP request is denied, a computer-generated denial notice is sent to the family advising the item is not approved for purchase through the SSI-DCP funding. The family may request a fair hearing within 30 days from the date of the notice by completing Form H-1, Request for a Fair Hearing. ■ 11

INSTRUCTIONS TO STAFF

1. Although the child is considered disabled by another agency, Social Security Administration (SSA), or Veterans Administration (VA), the child must receive at least one dollar of Supplement Security Income (SSI) to be eligible for the Supplemental Security Income-Disabled Children's Program (SSI-DCP). To determine if the child is eligible for a State Supplemental Payment (SSP), the Information Management System (IMS) transaction, CID, must be used to determine family income and compare this calculation with Schedule VIII.A of Oklahoma Department of Human Services (OKDHS) Appendix C-1, Schedule of Maximum Income, Resource, and Payment Standards. It is possible for the disabled child to be eligible for a SSI disability payment but ineligible for a SSP due to family income in excess of the standard on Appendix C-1 Schedule VIII.A. To determine if the child is receiving SSI, the worker uses IMS transaction PY space Social Security number.
2. (a) When there is no other social service program involved, Form FSS-SSI-1, SSI-DCP Service Plan, is completed at the certification interview during the home visit. The worker offers social services to the family for the child. The worker interviews the parent or guardian to assess the child, evaluates the needs of the child, documents social service needs by completing Form FSS-SSI-1, and documents case actions in Case Notes in the Family Assistance/Client Services (FACS) system. Screen SNCU must be updated reflecting the result of the social services offer.

(b) If the child is receiving social services from another division, such as Children and Family Services Division (CFSD) or Developmental Disabilities Services Division (DDSD), the social service plan must be reviewed by a representative from each division to determine if the current service plan is

adequate. Any additions, changes, or notations on Form FSS-SSI-1 or Case Notes must be updated by the Family Support Services (FSS) worker. The FSS worker is the primary worker. If the division representatives do not consider the plan adequate, a new collaborated plan must be completed by staff on Form FSS-SSI-1.

(1) Form FSS-SSI-1 must be completed within ten calendar days and document the collaborative efforts among programs to obtain social services. The original form must be filed in the Family Support Services Division (FSSD) case record. A copy of the form must be filed in the DDSD and/or CFSD record.

(2) Information concerning the home visit and any case actions must be documented in Case Notes in the FACS system.

(c) At the yearly redetermination another home visit is made to the home of the child during which the worker updates the social service plan on Form FSS-SSI-1 to reflect changes or new requests. If another program is involved, such as CFSD and DDSD, again the FSS worker must update Form FSS-SSI-1, collaborate the social service plan with other social service program staff, and document case actions, including the home visit, in Case Notes in the FACS Notebook. If the child receives DDSD services, CFSD services, or both, a copy of Form FSS-SSI-1 must be included in each division's record.

(d) If DDSD or CFSD has a service plan which contains duplication of service needs in the SSI-DCP service plan, that plan can be substituted for Form FSS-SSI-1 at the certification or the yearly review. Written approval of the worker's immediate supervisor is required to make a program substitution. The social service plan substitute must be filed in the case record with the written approval from the worker's immediate supervisor.

3. Child care authorization requires a written recommendation to the worker from a professional who evaluates the needs of the child. This written recommendation is submitted with Form ADM-117, Routing and Transmittal Slip, to FSSD, Health Related and Medical Services (HR&MS) for pre-authorization. Child care is only authorized for socialization purposes when the parent or caretaker is not employed or the child is not in a classroom setting. The child is approved for a six-month period of time, ten full-time days per month. The worker must input the request for child care on the AUSN-C screen. The worker is notified by e-mail concerning the pre-authorization decision. The family is notified by a computer-generated notice.

4. **(a)** Equipment is recommended by a professional such as an occupational therapist, physical therapist, special education teacher, or physician who evaluates the needs of the child. Classroom supplies or equipment for educational purposes are not in the scope of the SSI-DCP. Examples of items not covered are:

(1) devices for learning;

(2) learning programs;

(3) psychological programs;

(4) books;

(5) video tapes;

(6) audio tapes;

(7) paper;

(8) pencils;

(9) art supplies; and

(10) other items directly related to classroom learning.

(b) The professional submits a written recommendation to the worker listing the item name and item number, the name, address, and phone number of the vendor, the objectives and goals to be achieved through the purchase of the equipment, and the cost of the item.

(c) The worker inputs the request on the AUSN-E screen for approval. To determine the result of the request, the AUSN-E screen is checked for the decision. The AUSN-E screen must be updated reflecting the date the item ordered is received. Catalogue pictures of all items over \$600 are submitted to FSSD, HR&MS for approval. The pictures and written recommendation are submitted to FSSD, HR&MS attached to Form ADM-117. When the equipment is received in the county office, it is delivered to the child by the worker.

(d) County office staff are responsible for paying invoices promptly to avoid difficulties with the vendor and to prevent paying interest on a delinquent

invoice.

5. Lifts are approved for installation if the van is in operating condition and owned by the parent or guardian of a child who receives SSI-DCP. The worker verifies ownership through registration and title. Van lifts are not compensable for any child in out-of-home placement, including DDSD, Home and Community-Based Waiver Services (HCBWS) program, or any CFSD program. When a family requests a van lift purchase and installation, the worker advises the family that estimates are required from two van lift dealers who employ certified van lift installation technicians. These estimates are submitted attached to Form ADM-117 to FSSD, HR&MS for approval. A van lift request is not approved if the current van lift is less than ten years old. SSI-DCP does not pay repairs for purchased equipment, van lifts, or other items.
6. Diapers are requested through the worker at the county office. A child must be between four years and 18 years of age to receive diapers. County office staff order the diapers on the OKDHS consumable supply screen and updates the AUSN-D screen requesting size and number. The diapers are delivered to the county office once a month. The worker is responsible for delivery of the diapers to the client.
7. Formula is requested through the OKDHS consumable supply screen by the county office staff. The formula is delivered to the county office once per month. The worker is responsible for delivery of the formula to the child. The worker requests the brand and the amount of formula by updating the AUSN-F screen.
8. Developmental aids requested by the professional must be adapted to meet the special needs of a child with special needs rather than a regular toy for a typical child. Even if the developmental child could use a regular toy, it is not in the scope of the program.
9. Professional services are any services which enhance the child's mobility. Some examples of services to enhance mobility are swimming lessons, gymnastics lessons, or health club membership. These services are requested on the AUSN-P screen.
- 10.(a) Equipment orders are processed through the OKDHS Contracts and Purchasing Unit. Orders are shipped to the county office unless otherwise specified. Heavy objects such as beds can be shipped directly to the home.

(b) After the requested items are delivered to the county office, the worker updates the AUSN-E screen to document receipt of equipment. Invoices for SSI-DCP equipment are paid by the county office staff within 45 days of equipment receipt to avoid interest charges assessed by the vendor for a late payment. Delayed payment by the county office creates a problem for current or future orders because vendors hold those orders until all late payments are received. One unpaid invoice can hold up all orders in the state for OKDHS and other agencies.

(c) The county office is responsible for delivering all SSI-DCP items to the child.

11. To view a list of notices on IMS, enter NL space case number. To view a particular notice listed on the NL screen, enter NI beside the notice selected. If the system does not create a notice, a hand-generated notice is sent by the FSS worker to the client.