DEPARTMENT OF HUMAN SERVICES
Division of Developmental Disabilities

Hillsview Properties Plaza
East Highway 34, c/o 500 East Capitol
Pierre, South Dakota 57501-5070
Phone: (605) 773-3438
FAX: (605) 773-7562
TTY: (605) 773-5990
www.state.sd.us/state/dhs

COVID-19 Retainer Payment Process & Policy
Updated August 31, 2020

The Division of Developmental Disabilities (DDD) received authorization from CMS to deliver retainer payments to providers who have halted day habilitation and employment supports within CHOICES and CTS due to the COVID-19 pandemic and therefore have participants who are unable to receive supports identified in their Individual Support Plan. CSPs are also eligible to receive retainer payments for participants who were receiving residential supports but have chosen to remain at home with their families at this time and are choosing to no longer receive residential services but are choosing to remain a CHOICES/CTS participant during the pandemic. ***Updated guidance was issued by CMS on June 30, 2020 states that states may authorize up to three 30-day episodes of retainer payments for an individual during the period of the disaster using the Appendix K.***

In order to qualify for the retainer payment, ***the service must be a previously authorized service impacted by COVID-19***, the CSP must be serving the individual within the CHOICES program or the CTS program, and the CSP must also be in good standing with the COVID-19 Provision of Case Management Policy to obtain retainer payments.

If telephonic/virtual services cannot be delivered, this must be agreed upon by the person's team including the case manager and documented within the Individual Support Plan (***see Guidance for Telephonic/Virtual Habilitative Supports***). After the team agrees and the ISP is updated to reflect the decision, a request for retainer payment can be submitted to the DDD for each individual. Please complete the DHS-DD-C305. Retainer payments will be authorized for up to 30 days before applicable services are closed per CMS requirements. The same DHS-DD-C305 form may be used to request up to three retainer payments, an initial and two renewals, for a total of no more than 90 days. ***After 90 days, the service to the participant must resume or the service close until such a time the participant's services recommence. In the event the service is closed after 90 days, re-initiation of the service must be authorized by DDD through the submission of a Significant Change Request (SCR).***

The DHS-DD-C305 form will be completed by the CSP and Case Manager. ***The CSP contact must sign to attest the retainer payment will not duplicate other sources of funding the CSP has received.*** The Case Manager will submit the form via email to Liliana Borcea, DDD Financial Program Manager, at Liliana.Borcea@state.sd.us. ***For retainer payments previously received, the CSP may submit a list of participants for whom retainer payments were requested and paid by DDD and attached a revised DHS-DD-C305 with a signature on the attestation portion of the form by September 30, 2020.***

DHS-DD-C305 forms must be re-submitted every 30 days based on the date that the participant's service was ended ***for up to 90 days maximum***. If a request for continued retainer payment is not submitted, services will be closed and the CSP will not receive a retainer payment for that participant.