

Self-Directed Services COLA Allocation Form & Processing Guidance

This processing form is a collaboration between The Arc FMS and MedSource FMS and may be processed by both providers.

7/1/20 and 1/1/21 COLA Funding – Allocation Form

SUBMITTAL:

This form must be submitted directly to the FMS for processing. Please allow 5-10 business days for processing.

FMS Provider	Email (Subject line: "COLA Allocation Form")	Fax
The Arc FMS	FMSParticipants@thearcCCR.org	1-888-272-2236
MedSource	FMS@medsourceservices.org	1-301-560-5782

Participant Name: _____ **Date of Submittal:** _____

FMS (Check One): The Arc MedSource **Region (Check One):** CMRO ESRO SMRO WMRO

Participants may allocate COLA funding across **existing** budgeted services in accordance with the DDA COLA Policy so as not to exceed the 7/1/20 and 1/1/21 COLA funding as identified on the financial statement issued by the FMS provider.

COLA Funding		COLA Allocation		
DDA Authorized COLA	Amount	Waiver or FMS Code	Existing Service <small>Remember to add fringe (14%) for any wage services or taxed benefits</small>	Amount
<i>Example: 7/1/20 COLA</i>	<i>\$1500</i>	<i>Wxxxx</i>	<i>Personal Supports - Wages</i>	<i>\$1315</i>
		<i>Wxxxx</i>	<i>Personal Supports - Taxes</i>	<i>\$185</i>
<i>1/1/21 COLA</i>	<i>\$1560</i>	<i>Wxxxx</i>	<i>Personal Supports – Benefits (PTO)</i>	<i>\$1368.42</i>
		<i>Wxxxx</i>	<i>Personal Supports – Benefits Taxes</i>	<i>\$191.58</i>
<i>Example TOTAL:</i>	<i>\$3060</i>			<i>\$3060</i>
Total COLA Funding*		Total COLA Allocated*		

* Please note that the total amounts on both sides should match. All COLA funding identified on the left side should be allocated on the right side.

By signing below, please certify that this allocation request reflects COLA funding authorized by the DDA and applied to existing (approved) service(s) as identified on the recent financial statement distributed by the FMS provider:

SDS Participant or Authorized Representative Signature/Date:

Signature or E-Signature/Stamp (Required for FMS Processing)
Date

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- **PLEASE NOTE:** The allocation form is used **SOLEY** for the purpose of allocating the 7/1/20 and 1/1/21 COLA funding as authorized for Self-Directed Services Participants based on data provided by the DDA. The allocation form must be submitted directly to the FMS for processing. Please allow 5-10 business days for processing. **PLEASE DO NOT SUBMIT THE ALLOCATION FORM TO THE DDA.**
- Both the **7/1/20 COLA** and the **1/1/21 COLA** authorized by DDA will be added to Participants' financial statements distributed by the FMS provider. **Please note: If the Participant's DDA approved plan and budget is dated on or after November 1, 2020, then the FMS may need to confirm with DDA if one or both COLAs have already been applied to the budgeted rates. If one or both COLAs is already applied to the budget, this impacts the authorization for FMS to process allocation requests. Processing may be delayed or denied as a result.**
- The FMS recommends Participants work with their CCS and Support Broker, if applicable, to determine how best to allocate the authorized COLA funding. Participants may submit more than one COLA Allocation Form. Participants are not required to allocate the entire amount of the authorized COLAs. Please see instructions below for requesting payrate increases.
- It is important to note that **not all Participants have or will receive COLA funding.** Per the DDA, Participants in the following groups **may not** receive a COLA:
 - 1) They had a PCP with a revised cost detail completed during November – December, 2020
 - 2) They had a PCP that had been completed or was in the process of being completed through March 1, 2021
 - 3) Their COLA letter was returned due to an incorrect address, in which case the regional office will follow up with the CCS.The DDA is aware that there may be other reasons impacting COLA funding authorization and ask Participants to directly contact NaToya Mitchell, Statewide Coordinator of Self-Directed Services, with specific questions at NaToya.Mitchell@maryland.gov.
- To ensure the FMS is able to process COLA allocations, Participants or their Authorized Representatives shall apply the authorized COLA funding in accordance with the **DDA's Cost of Living Adjustments (COLA) for Participants in Self-Directed Services Policy dated 7/1/2017.**
 - **Per the policy, Participants can use COLA funding for existing goods and services, wages, salaries and benefits only.**
COLA funding **may not** be used for:
 - 1) Bonus(es) for staff
 - 2) Items or Services not related to Staff Services; or
 - 3) Items or Services not covered under the DDA's waiver services

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- The DDA will review requests to apply COLA funding in the circumstances noted below.
 - **Budget modifications must be submitted to DDA only if:**
 - 1) A new service, not previously authorized, is added based on the increase
 - 2) For Participants that choose to use the 7/1/20 COLA retroactive to July 2020:
 - The overall changes to service increase the total budget for July 2020-December 2020 by more than 4% exceeding the authorized COLA
 - The overall changes to service increase the total budget for the 1/1/21 COLA by more than 4% exceeding the authorized COLA
 - 3) For Participants that choose to use the 7/1/20 and 1/1/21 COLAs retroactive to January 2021
 - The overall changes to service increase the total budget by more than 8% exceeding the authorized COLA
- **To request a pay rate increase for employee(s), please follow these steps:**
 1. Utilize the allocation form to allocate the COLA funding to a specific wage service. Please be sure to apply 14% for employer taxes and fees to any wage service.
 2. Once the COLA funding is allocated to the applicable wage service(s), **please submit the Employee Change Form to the FMS provider to request the pay rate increase for employees.**
 3. Please remember to note the ***effective date*** of the pay rate increase on the required Employee Change Form. **Pay rate increases may be effective in the future or retroactive.** If a retroactive payment is desired, please utilize a retroactive effective date on the Employee Change Form submitted to the FMS for processing.
 - **The DDA has authorized FMS to process pay rate increases retroactive to 7/1/20 up to 4% of the prior pay rate and to not exceed the 7/1/20 COLA authorization.** Increase requests exceeding 4% or the authorized COLA cannot be processed.
 - EXAMPLE: Prior Pay Rate: \$17/hr. ($\$17 \times 1.04 = \17.68); Retroactive Pay Rate Maximum = \$17.68
 - **The DDA has authorized FMS to process pay rate increases retroactive to 1/1/21 up to 8% of the prior pay rate and to not exceed the combined 7/1/20 COLA and 1/1/21 COLA authorizations.** Increase requests exceeding 8% or the total authorized COLA cannot be processed.
 - EXAMPLE: Prior Pay Rate: \$17/hr. ($\$17 \times 1.08 = \18.36); Retroactive Pay Rate Maximum = \$18.36
 4. If you have already submitted Employee Change Forms to request retroactive pay rate increases with 1/1/21 effective dates and retroactive payments have been processed by FMS, please note that retroactive pay rate increases back to 7/1/20 can still be processed so as not to exceed a 4% rate increase or the 7/1/20 COLA authorization AND as long as COLA funding is still available after the initial retroactive payments have been provided.