



# MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

**TO:** Persons Self-Directing Services  
Coordinator of Community Services (CCS)  
Financial Management Services (FMS)

**FROM:** Bernard Simons, Deputy Secretary  
Developmental Disabilities Administration

**DATE:** June 5, 2019

**SUBJECT:** Budget Modification for use of Self-Direction Staff Recruitment and Advertisement Allowance

The Developmental Disabilities Administration (DDA) would like to provide all stakeholders guidance on using the self-directed service delivery model for advertisement and recruitment funds of up to \$500.00 per annual Person-Centered Planning (PCP) year to find staff.

## **Recruitment & Advertising Funds:**

People in Self Directed Services (SDS) have the option to utilize up to \$500.00 in dedicated funding for staff recruitment and advertising by working with their Coordinator of Community Services (CCS) to submit a revised PCP via the Long Term Systems and Supports (LTSS) system. It should indicate how the funds will be utilized and the entity/vendor that will be providing the services.

In addition to the revised PCP, an updated SDS budget spreadsheet should be submitted reflecting the requested amount (up to \$500.00) within the Individual and Family Directed Goods and Services line item as a one-time only payment per annual year.

## **Updates Regarding Plan and Budget Modification Form:**

The DDA has authorized all self-directed participants up to \$500 per annual plan year for staff recruitment and advertisement strategies. Therefore, cost savings within the existing budget does not need to be identified. The budget modification form will need to be completed and submitted to the designated Fiscal Management Services (FMS) provider in order for them to know what and whom the participant authorized.

To reallocate funding from an existing service/line item to meet another assessed need from another existing service/line-item please continue to utilize the existing budget modification form. Please be advised that the service/item must be an approved service/item in the DDA

Waivers, approved in the PCP, does not exceed the approved annual budget and does not jeopardize the health and safety of the person in SDS.

If you have any questions or concerns, please contact your Self-Direction Regional Leads. Contact information for each are as follows:

**Central Maryland Regional Office (CMRO) – Ola Otuyelu**  
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cc: Patricia Sastoque, Director of Programs  
Valerie Roddy, Director of Fiscal Services and Operations  
Ronald Peele, Finance Director  
Dr. Terah Tessier, Director of Policy & Special Programs  
Dr. Yemonja Smalls, State Director, Coordinator of Community Services  
NaToya Mitchell, Statewide Coordinator of Self-Direction Services  
Regional Directors