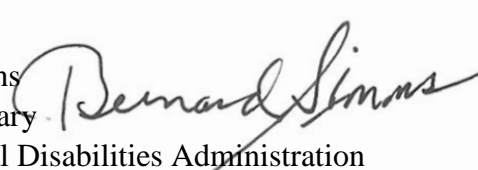




DEPARTMENT OF HEALTH

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Acting Secretary

TO: LISS Program Applicants
LISS Program Vendors
LISS Program Contractors
DDA Staff

FROM: Bernard Simons 
Deputy Secretary
Developmental Disabilities Administration

RE: Roles in Completing Application for LISS Program

DATE: April 1, 2021

This memorandum seeks to clarify who is responsible for completing an application for funding under the Low-Intensity Support Services (LISS) Program administered by the Maryland Department of Health's Developmental Disabilities Administration (DDA).

This memorandum is effective from the date of publication, noted above. All parties must ensure that any and all applications for LISS Program funding are completed in accordance with the guidance set forth in this memorandum as of the effective date.

Background

The DDA's LISS Program provides limited, one-time funding (of no more than \$2,000) for certain goods or services to children and adults with an eligible disability who are living at home or in the community and are not otherwise receiving funding for certain home- or community-based services from Maryland's Medicaid Program or DDA. *See* Md. Code Ann., Health-Gen. § 7-717(a) and Code of Maryland Regulations (COMAR) 10.22.14.05 (governing application and eligibility requirements for LISS Program funding). It is the individual's responsibility to submit an application in accordance with DDA's requirements in order to be considered for LISS Program funding. **Failure to submit a complete application, and all required supporting documentation, in accordance with applicable requirements and deadlines may result in denial of LISS Program funding.**

Defined Terms

The following terms are defined as follows:

“LISS Program Contractor” means an entity contracted with the DDA to administer the LISS Program, including issuing notices of random selection, reviewing Service Eligibility Applications, determining whether the individual applicant and/or the requested goods or services are eligible for LISS Program funding, and distributing LISS Program funds in accordance with applicable requirements. There are currently two LISS Program Contractors: Maryland Community Connection & Penn-Mar Human Services.

“LISS Program Guide” means the LISS Program Applicant and Family Guide for Fiscal Year 2021 published on the DDA Website. This document may be accessed at: <https://dda.health.maryland.gov/Documents/LISS/FY%202021%20FinalnApplicant%20and%20Family%20Guide%206302020.pdf>.

“LISS Program Vendor” means an individual or entity, selected by an individual applicant, to provide goods or services funded by LISS Program. Neither the DDA nor its LISS Program specifically list or endorse individuals or entities to serve as LISS Program Vendors.

Instructions for Completing Application for LISS Program

Once selected via the LISS Program’s random selection process, the individual applicant must submit a complete and accurate Services Eligibility Application, including submission of any supporting documentation, and required by the LISS Program Guide and COMAR 10.22.14. An individual applicant may have assistance to complete the Services Eligibility Application on their behalf as follows:

- (1) If the individual applicant is under the age of 21 (but does not have a court-ordered legal guardian), then a natural or adoptive parent must complete the application;
- (2) If the individual applicant has a court-ordered legal guardian (regardless of the applicant’s age), then the legal guardian must complete the application; and
- (3) If the individual applicant is over the age of 21, does not have a legal guardian, and only requires physical assistance in completing the application, then a parent, relative, friend, or case manager or social worker may provide assistance under the individual applicant’s direction.

A LISS Program Vendor may not complete the Services Eligibility Application on behalf of an applicant or otherwise assist the applicant in completing the Services Eligibility Application.

However, dependent on the goods or services requested, a LISS Program Vendor will be responsible for generating or completing certain supporting documentation, including, but not

limited to, the W-9 form, invoices, and agreement between the LISS Program Vendor and individual applicant to provide the goods or services. Please refer to the LISS Program Guide for more details of the required supporting documentation.

The LISS Program Vendor must provide this required supporting documentation directly to the individual applicant (or other individual assisting the applicant in completing the Services Eligibility Application as provided above) for their review. Then, the individual applicant (or individual providing assistance) must include this supporting documentation with submission of the completed Services Eligibility Application to the LISS Program Contractor.