



Developmental Disabilities Administration (DDA)

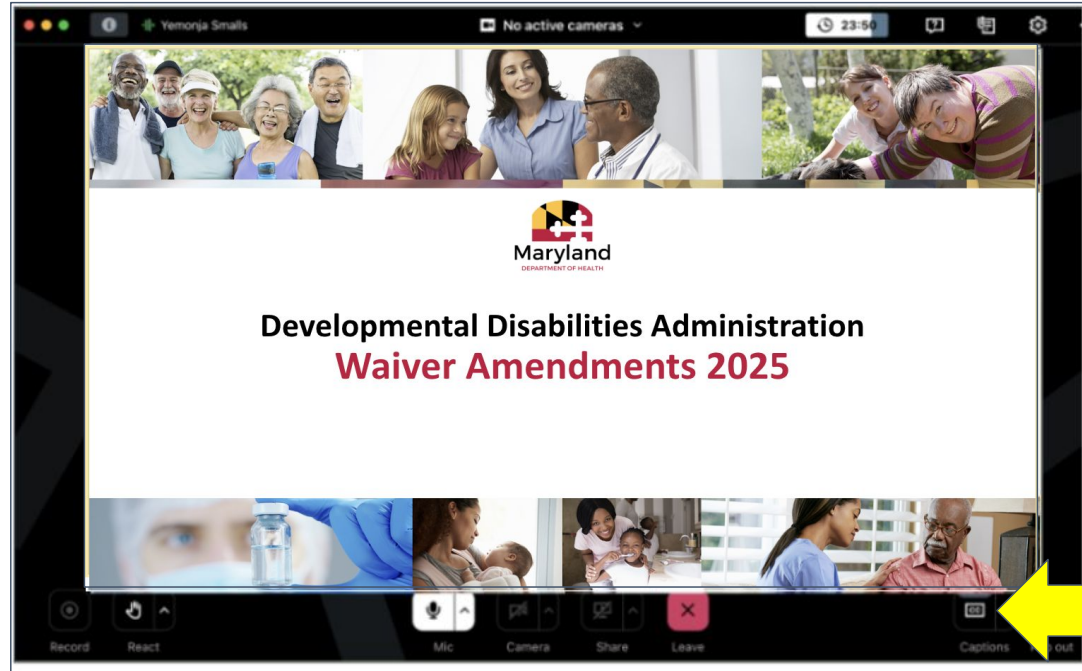
Waiver Amendment 2025

Self-Directed Services Updates

September 19, 2025



Housekeeping



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Housekeeping



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Housekeeping



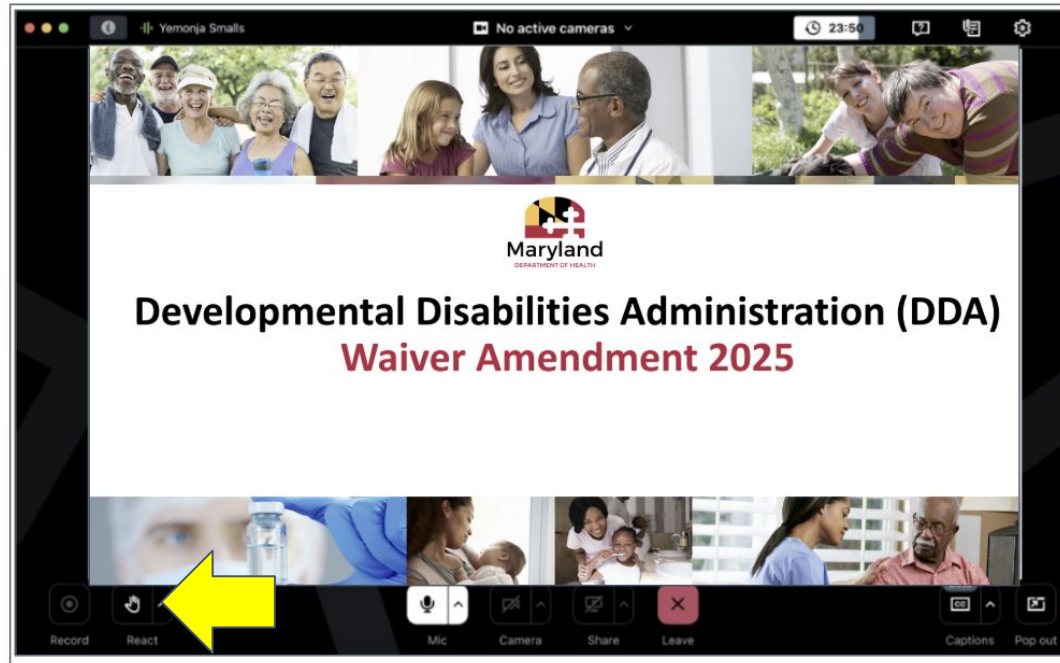
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Housekeeping



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Housekeeping



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Conduct

The free expression of diverse viewpoints is an essential value for our group. This freedom comes with the responsibility to engage respectfully, which involves treating one another with dignity and respect in good faith.

Uncivil behavior, disruptive conduct, abusive language, threats, or harassment will not be tolerated and may lead to being excused from the meeting.

Welcome

Agenda

- Self-Directed Services Overview
- Self-Directed Services Orientation
- Day-to-Day Administrative Supports Updates
- Other Individual and Family Directed Goods and Services Updates
- Support Broker Services Updates
- Employee Benefits
- Service Provider Updates
- Relatives, Legally Responsible Persons, and Legal Guardians Providing Waiver Services
- Updates to Self-Directed Services Forms
- Termination from the Self-Directed Services Model

Self-Directed Services Overview

What are Self-Directed Services?

- **Freedom to choose services and supports needed to live independently**
- **Choice and control over:**
 - How services are provided
 - Who is paid for those services
- **Employer Authority: Choosing who provides services to you**
- **Budget Authority: Choosing how funds are spent**



Self-Directed Services Orientation

What is the Self-Directed Services Orientation?

- The Self-Directed Services Orientation is an opportunity for you and your team to learn about the rights and responsibilities of Self-Directed Services.
- The orientation helps you and your team be best prepared to begin Self-Directed Services.

Orientation Meeting

- Your Coordinator of Community Services facilitates the orientation meeting.
- You be present and you invite any team members you would like to the orientation meeting.
- The orientation meeting may be virtual (online) or in-person.
- The orientation meeting should be scheduled quickly after you request it - within 10 business days.

Orientation Videos

- The Self-Directed Services Orientation consists of the first three modules of the Self-Directed Services Training Series:
 - Module 1: Self-Direction Overview;
 - Module 2: The Self-Directed Services Team; and
 - Module 3: Person-Centered Planning.
- The orientation meeting should be scheduled for at least 2 hours to make sure there is enough time to view the videos and have breaks in between.

Orientation Meeting Schedule

During the orientation meeting, your Coordinator of Community Services will:

- Play the video of each module;
- Review the **Orientation Frequently Asked Questions Tool** (provided by the DDA);
- Share the contact information for the the DDA Self-Directed Services staff; and
- Complete the **Self-Directed Services Orientation Checklist**.

Orientation Checklist

- The Orientation Checklist notes:
 - All team members who are present at the orientation meeting;
 - When the three videos were completed during the meeting;
 - Confirmation that the **Frequently Asked Questions** were reviewed; and
 - Confirmation that the regional office contact information was shared.
- The Orientation Checklist must be uploaded in LTSS*Maryland*.

Requirement for Participants New to Self-Direction

Required for anyone interested in self-directing, including:

- Those who are **new** to services and want to self-direct, and
- Those who are currently using Provider Managed Services and want to **transition** to Self-Directed Services.

The Self-Directed Services Orientation is **not required** if you have been self-directing your services ***before October 6, 2025.***

Roll Out of the Self-Directed Services Orientation

- If you choose self-direction between October 6 and December 31, 2025, you must complete the orientation by March 31, 2026.
- If you choose to self-direct with an Annual Plan Date of January 1, 2026 or later, you must complete the orientation before beginning Self-Directed Services.

Questions



Day-to-Day Administrative Supports

Updated Definition of Day-to-Day Administrative Supports

- Day-to-Day Administrative Supports provide:
 - Assistance with household management, and
 - Scheduling medical appointments.
- Household management means:
 - Scheduling house maintenance and repairs,
 - Scheduling snow removal, and
 - Scheduling lawn care.

Availability of Day-to-Day Administrative Supports (1 of 2)

- Day-to-Day Administrative Supports are available to you if you are:
 - 18 years of age or older, and
 - Are unable to do the tasks independently.
- You and your team will work together to figure out what tasks you need Day-to-Day Administrative Supports for and include that information in your Person-Centered Plan.

Availability of Day-to-Day Administrative Supports (2 of 2)

- Up to 10 hours per month of Day-to-Day Administrative Supports are available to you if they are approved in your Person-Centered Plan.
 - This service will be paid for through the waiver. It does not need to be covered using cost-savings funds.
 - This service is a new drop down option in the Person-Centered Plan detailed services authorization (available on October 6, 2025).

Requirements for Person-Centered Plans

- Day-to-Day Administrative Supports must:
 - Meet an outcome and be clearly documented in the participant's Person-Centered Plan;
 - Be authorized by the DDA or its designee; and
 - Be linked to a team a Decision Tree form.

Decision Tree Form

- The **Decision Tree Form** will be required for all Person-Centered Plans requesting Day-to-Day Administrative Supports after October 6, 2025.
- Participants who have Day-to-Day Administrative Supports approved in their current Person-Centered Plan will not need to complete the decision tree until the new plan year.
- The Day-to-Day Administrative Supports Decision Tree Form will be reviewed in detail in the Forms webinar.

Day-to-Day Administrative Supports Updates Roll Out

- If you are currently receiving Day-to-Day Administrative Supports, you can continue to do so in the way you are receiving them *until your next plan year*.
- The updates to Day-to-Day Administrative Supports will apply to you in your next Person-Centered Plan.
 - This is when you will work with your team to complete the Decision Tree.
 - This is when Day-to-Day Administrative Supports will be limited to up to 10 hours per month.

Questions



Other Individual and Family Directed Goods and Services

Other Individual and Family Directed Goods and Services Definition

- These are services, activities, or supplies that you cannot get through the Community Pathways Waiver or through other Medicaid services.
- Other Goods and Services does not include Recruitment and Advertising and Day-to-Day Administrative Supports.

Updated Limit

- Starting October 6, 2025, there is a new yearly limit of \$5,000. The limit is for the total amount of Other Goods and Services requested in a year.
- If something was already approved before that date, you can keep using it.
- But new requests after that date cannot go over the \$5,000 yearly limit.

Updates to What is Allowable

- Fees for community programs and activities must be inclusive (be available to people without disabilities).
- Small kitchen appliances and laundry appliances are available if you live independently.
- Fitness items may not go over \$1,000 per item.
- Toothbrushes, weight loss programs, and nutritional supplements must be related to your disability.
- Initial internet services startup costs only (purchase of modem or other startup).

Updates to What is *Not* Allowable (1 of 2)

- Goods and Services that exceed reasonable and customary costs (more expensive than usual).
- Tuition and other fees associated with programs or activities at educational institutions.
- Items purchased prior to the approved Person-Centered Plan. This includes items purchased prior to DDA approval of the Individual and Family Goods and Services request.
- Goods, services, equipment, and supplies intended for commercial use, such as commercial washers and dryers.

Updates to What is *Not* Allowable (2 of 2)

- Diversional or recreational items and activities. These are things used just for fun like events, sports, games, or toys.
- Goods, services, equipment, and supplies that a household that does not include a person with a disability would pay for as household expenses. Examples include monthly internet services and subscriptions for television services.
- Programs and activities that are exclusive for individuals with disabilities.
- Monthly internet services as per federal rules.

Reasonable and Customary Goods and Services

- The DDA has established Reasonable and Customary Standards for Other Goods and Services.
- The standards will help make sure that Goods and Services requests are reviewed in the same way across the DDA Regional Offices.
- The standards will also help you know what you are able to request under Other Goods and Services.
- The standards will apply for requests that are submitted on and after October 6, 2025.

Reasonable and Customary Goods and Services Chart - Activities that Promote Health

Good / Service Type	Reasonable and Customary Maximum
Fitness membership	Central Maryland Region: \$64.00 per month Eastern Shore Region: \$62.00 per month Southern Maryland Region: \$104.00 per month Western Maryland Region: \$60.00 per month
Personal Training	Maximum: \$75.00 per hour
Swim lessons	Maximum: up to \$500.00 annually
Horseback Riding	Maximum: \$200.00 per session

Reasonable and Customary Goods and Services Chart - Fees for Programs and Activities that Promote Socialization and Independence

Good / Service Type	Reasonable and Customary Maximum
Art	Maximum: \$65 per 6-8 week class; \$10.00 per one day class
Music	Maximum: \$50 per 30 minutes
Dance	Maximum: \$20 per one day class Memberships to dance studios should follow Reasonable and Customary standards for gym memberships.
Sports	Maximum: \$80 per league (6-10 weeks) Most Maryland counties have free youth and adult sport leagues. If none are available in the sport of choosing, requests up to the maximum may be made.

Reasonable and Customary Goods and Services Chart - Small Kitchen Appliances

Good / Service Type	Reasonable and Customary Maximum
Air Fryer	Maximum: \$75.00 per item
Microwave	Maximum: \$150.00 per item
Toaster Oven	Maximum: \$75.00 per item
Other	Maximum: \$100.00 per item

Reasonable and Customary Goods and Services Chart - Sensory Items

Good / Service Type	Reasonable and Customary Maximum
Headphones	Maximum: \$75.00 per item
Weighted Vests, weighted blankets, and other weighted materials	Maximum: \$100.00 per item
Other	Maximum:\$25.00 per item

Reasonable and Customary Goods and Services Chart - Safety Equipment

Good / Service Type	Reasonable and Customary Maximum
Protective Headgear	<p>Maximum: \$200.00 per item</p> <p>If Safety Equipment can be covered under the Maryland Durable Medical Equipment program, this resource must be used first.</p>
Arm Guards	<p>Maximum: \$25.00 per item</p> <p>If Safety Equipment can be covered under the Maryland Durable Medical Equipment program, this resource must be used first.</p>
Other	<ul style="list-style-type: none">• Maximum for Global Positioning Systems (GPS) device: \$50.00 per item• Maximum for monthly subscription to GPS monitoring: \$25.00/month• Maximum for all other Safety Equipment: \$50.00

Reasonable and Customary Goods and Services Chart - Personal Electronic Devices

Good / Service Type	Reasonable and Customary Maximum
Watch	Maximum: \$100.00 per item
Tablet	Maximum: \$150.00 per item
Laptops	Maximum: \$400.00 per item

Reasonable and Customary Goods and Services Chart - Toothbrushes

Good / Service Type	Reasonable and Customary Maximum
Manual toothbrushes	Maximum: \$2.00 per toothbrush, up to 4 toothbrushes per year
Electric toothbrushes	Maximum: \$35.00 per item

Reasonable and Customary Goods and Services Chart - Weight Loss Programs

Good / Service Type	Reasonable and Customary Maximum
Weight loss programs	<p>Maximum: \$50.00 per month</p> <p>Weight loss programs would not include gym memberships or personal training.</p>

Reasonable and Customary Goods and Services Chart - Dental Services

Good / Service Type	Reasonable and Customary Maximum
Dental anesthesia	Maximum: \$3,500.00 per visit
Adult dentures	Maximum: \$1,000 per set

Reasonable and Customary Goods and Services

Chart - Nutritional Consultation and Supplements

Good / Service Type	Reasonable and Customary Maximum
Consultation	<p>Maximum: \$110.00 per year</p> <p>If nutritional assessment or consultation can be covered under the Maryland State Plan, private insurance program, or other resources, these resources must be used first.</p>
Supplements	<p>Cost across supplements cannot exceed \$300.00 per year</p> <p>Many vitamin deficiencies and other concerns that call for supplements may be covered by health insurance. If nutritional supplements can be covered under the Maryland State Plan, private insurance program, or other resources, these resources must be used first.</p>

Roll Out of Updates to Other Individual and Family Directed Goods and Services

- You can **continue** to receive all goods and services that were approved through the end of your plan year.
- Goods and Services requests that were submitted before October 6, 2025 will be reviewed using the old rules and standards.
- New requests after October 6, 2025 cannot go over the \$5,000 yearly limit and will be reviewed using the new rules and updated Reasonable and Customary standards.

Questions



Support Broker Services

Support Broker Services

- If you self-direct your services, you can choose this service.
- A Support Broker is a person who helps you with the employer side of self-directing your services.
- They provide information and advice for you to help you make informed decisions related to managing the staff who provide your services and help you stay within your budget.

Support Brokers may be Required

You must hire a Support Broker if:

- A relative, legal guardian, or legally responsible person is hired and paid to work with you,
- You choose a relative, legal guardian, or legally responsible person as your designated representative, and
- If you hire anyone to provide Day-to-Day Administrative Supports.

Support Broker Updates (1 of 3)

- After October 6, 2025, your Support Broker will be required to sign and agree to a Code of Conduct. This is to make sure your Support Broker understands their role and responsibility to provide you with good support services.
- Support Brokers will sign the Code of Conduct as a part of updated certification they will receive.

Support Broker Updates (2 of 3)

If your Support Broker breaks the rules, the DDA may require certain actions. This may include:

- The Support Broker submitting a corrective action plan,
- Withholding of payment(s),
- Ask them to pay back funds that were paid incorrectly,
- Suspension from providing services to participants, or
- Ending their certification.

Support Brokers have a right to appeal these actions.

Questions



Employee Benefits

Employee Benefits

- You have the option to use cost savings or unallocated funds to offer benefits for your employees.
- Benefits are not required for employees unless they are required by law.

Allowable Benefits

Allowable benefits include:

- Mileage reimbursement,
- Training Wages,
- Training Costs,
- Paid Time Off,
- Holiday Pay, and
- Health Insurance Premium Reimbursement.

Mileage Reimbursement

- You can choose to pay your employees for providing transportation to you while they are working.
- Mileage reimbursement can be given to employees when they are in a vehicle with you and waiver services are happening.
- Mileage reimbursement can be paid **up to** the Federal mileage reimbursement rate per mile. In 2025, the mileage reimbursement cap is \$.70 per mile.
- Mileage reimbursement may only be provided within your community. Your community is where you live, work, shop, and regularly spend your days.

Training Wages

- You can choose to pay your employees for hours worked in training for you.
- Training Wages may be paid at a wage at or below the employee's regular hourly wage.
- If Training Wages are used by an employee, that week of work for that employee (including hours worked and training hours) may not exceed 40 hours.

Training Costs

- You can choose to pay for the training that you require your employees to attend.
- Training should be specific to your disability needs or be required by the waiver service(s), such as:
 - Cardiopulmonary Resuscitation (CPR),
 - First Aid,
 - Mandt System,
 - Association of Community Rehabilitation Educators (ACRE) training,
 - Certified Employment Support Professional (CESP) training, and
 - Medication Technician Training Program.

Paid Time Off

- You can choose to pay employees for time off.
- Paid Time Off can include vacation leave, sick leave, personal days, bereavement leave, or holidays.
- If Paid Time Off is used by an employee, that week of work for that employee (including hours worked and paid time off hours) may not exceed 40 hours.
- Cash payouts of accrued or earned Paid Time Off are not allowed.

Holiday Pay

- You can choose to pay employees a higher rate for working for you on holidays.
- Holiday wages may not exceed the Reasonable and Customary wage rate for the waiver service provided.

Health Insurance Premium Reimbursement (1 of 3)

- You can choose to reimburse your employees for health insurance premium payments.
- Reimbursements may only be made to health insurance coverage for the employee. Coverage for spouses, children, and other family members cannot be reimbursed.
- Only policies purchased directly by the employee qualify for this reimbursement.

Health Insurance Premium Reimbursement (2 of 3)

The following do not qualify for reimbursement:

- Retirement plan health policies,
- Medicaid policies,
- Medicare policies,
- Policies provided by another employer, including those purchased by unions, and
- Policies provided by a former employer, including Consolidated Omnibus Budget Reconciliation Act (COBRA) policies.

Health Insurance Premium Reimbursement (3 of 3)

- Any policies that have been previously reimbursed for employees that do not meet these standards may continue to be reimbursed.
- The DDA will work with stakeholders to create a transition plan for reimbursed employee health insurance benefits to meet the new standards.
- Participants who want to offer new health insurance premium reimbursements must follow the new standards.

Roll Out of Reasonable and Customary Benefits Standards

- Beginning in your next plan year, if you offer benefits you will need to submit your Employee Handbook with your Person-Centered Plan.
- Sample and template Employee Handbooks are available on the [DDA website](#) for review.
- Beginning on October 6, 2025, all employee benefits should meet the updated Reasonable and Customary standard, with the exception of of the health benefits that were previously reimbursed.

Questions



Service Providers Updates

Emergency Medical Technician (EMT) Certifications

- Beginning on October 6, 2025, **Emergency Medical Technician (EMT) Certifications** meet the waiver requirement for First Aid and Cardiopulmonary Resuscitation (CPR) certifications.
- This means that employees may use Emergency Medical Technician certifications for First Aid and Cardiopulmonary Resuscitation.

Vendor and Provider Agreements

- Beginning in your next plan year, if you receive services from a vendor or DDA provider, you will need to submit your written agreement with them with your Person-Centered Plan.
- Sample and template written agreements are available on the [DDA website](#) for review.

Direct Payments for Waiver Services (1 of 2)

- Beginning October 6, 2025, the Financial Management and Counseling Services providers will make payments for waiver services easier by directly purchasing approved services, goods, and other items outlined in Person-Centered Plans.
- Each Financial Management and Counseling Services provider is an Organized Healthcare Delivery System provider.
- Organized Healthcare Providers have the ability to buy services for participants directly.

Direct Payments for Waiver Services (2 of 2)

As of October 6, 2025, Financial Management and Counseling Services providers will take on the responsibility of directly purchasing authorized waiver services, including:

- Assistive Technology;
- Environmental Assessments and Modifications;
- Participant Education, Training, and Advocacy;
- Individual and Family Directed Goods and Services;
- Recruitment and Advertising;
- Respite Care Services (including Respite Camp), and
- Transportation Services (including public transit, taxi, and ridesharing [Uber/Lyft] costs).

Roll Out of Direct Payments for Waiver Services

- This process must begin with any new service, good, or item that needs to be bought for a participant on or after October 6, 2025.
- This means that the Financial Management and Counseling Services providers may not reimburse family members or other team members for any services after October 6, 2025.

Questions



Relatives, Legally Responsible Persons, and Legal Guardians who Provide Waiver Services

Definitions - Relatives

- The definition of “relative” has been updated in the Community Pathways Waiver.
- A relative is a natural or adoptive parent, step-parent, **grandparent, step-grandparent**, child, **stepchild**, sibling, **step-sibling**, aunt, uncle, niece, or nephew.

Definition - Legally Responsible Person

A legally responsible person is a person who, according to the rules in Maryland, has a legal duty to take care of someone else. This can be:

- A parent of someone who is under 18 year old (whether they are born to them or adopted);
- A person who is officially responsible for the well-being of another person as their legal guardian; or
- Someone else who is legally in charge of taking care of a minor, like a foster parent or a family member chosen by a court.

Definition - Legal Guardian

A legal guardian is either:

- A natural or adoptive parent of a participant under the age of 18; or
- An individual who has been appointed by a court order as guardian of the person.

Waiver Services that Can be Provided

Relatives, legally responsible persons, and legal guardians may provide the following waiver services:

- Community Development Services,
- Employment Services (Ongoing Job Supports and Follow Along Supports),
- Personal Support Services
- Support Broker Services, and
- Respite Care Services.

Community Development Services

- These services provide direct support so that you can be more connected to your community. Staff will support you to develop or maintain social and other skills you need.
- Relatives, legally responsible persons, and legal guardians may provide Community Development Services.

Employment Services

- **Ongoing Job Supports:** This service supports you when you start a new job.
- **Follow Along Supports:** This service supports you when you know how to complete your daily job tasks but need someone, other than your supervisor, to talk to when you have questions or concerns.
- Relatives, legally responsible persons, and legal guardians may provide Ongoing Job Supports and Follow Along Supports.

Personal Support Services

- This service helps you with different kinds of support needs if you live in your own home or your family's home and would like to improve your independent living skills.
- Relatives, legally responsible persons, and legal guardians may provide Personal Support Services.

Support Broker Services

- A **Support Broker** is a person who helps you with the employer side of self-directing your services. They provide information and advice for you to help you make informed decisions related to managing the staff who provide your services and help you stay within your budget.
- Relatives, legally responsible persons, and legal guardians may provide Support Broker Services.

Respite Care Services

- This service is short-term support that gives you and your family, or other primary caregiver, a break from daily routines.
- Relatives, legally responsible persons, and legal guardians may provide Respite Care Services.
- Respite Care Services cannot be provided by a primary caregiver (a person who has the main responsibility for providing care to someone).

Additional Waiver Services Relatives May Provide

Relatives (*who are not legally responsible persons or legal guardians*) may provide the following waiver services:

- Day-to-Day Administrative Supports,
- Live-in Caregiver Supports, and
- Transportation Services.

Day-to-Day Administrative Supports

- This service can provide you assistance with household management and scheduling medical appointments.
- Household management means:
 - Scheduling house maintenance (like furnace checks) and repairs (like dishwasher repair);
 - Scheduling snow removal; and
 - Scheduling lawn care.
- Relatives (who are not legally responsible persons or legal guardians) may provide Day-to-Day Administrative Supports.

Live-in Caregiver Supports

- A live-in caregiver is someone who provides support to you and lives with you in your home that you own or rent.
- Siblings may provide Live-in Caregiver Supports.

Note: Live-in Caregiver is a waiver service. Live-in caregiver exceptions for Electronic Visit Verification (EVV) are different than the waiver service.

Transportation Services

- This service helps you independently get to community activities. Your community is where you live, work, shop or regularly spend your days. The service is provided based on the assessed need for this service in your Person-Centered Plan.
- Relatives (who are not legally responsible persons or legal guardians) may provide Transportation Services.

What has changed? (1 of 3)

Day-to-Day Administrative Supports

- Beginning on October 6, 2025, legally responsible persons and legal guardians may not provide Day-to-Day Administrative Supports.

Transportation Supports

- Beginning on October 6, 2025, legally responsible persons and legal guardians may not provide Transportation Services.

What has changed? (2 of 3)

Nursing Support Services

- This service supports a registered nurse licensed in Maryland to provide Nursing Consultation, Health Case Management, and Nursing Delegations services.
- Relatives, legally responsible persons, and legal guardians may *not* provide Nursing Support Services.
- May be provided by employees, vendors, and DDA providers that are not relatives, legally responsible persons, or legal guardians.

What has changed? (3 of 3)

Participant, Education, Training, and Advocacy Supports

- This service covers the cost of a training program, workshop, or conference you need to attend to learn more about how to develop self-advocacy skills, exercise your civil rights and develop skills needed to control and be responsible for your services.
- Relatives, legally responsible persons, and legal guardians may *not* provide the following waiver services:
- Must be paid for by a DDA provider.

Questions



Up to 40 Hours per Week (1 of 2)

- Relatives, legally responsible persons, and legal guardians may work up to 40 hours per week for you across all waiver services.
- This applies when a relative, legally responsible person, or legal guardian works as your employee, for a vendor, and for a DDA Provider.
- The **Family as Staff Overtime Request Form** will not be needed after October 6, 2025.

Up to 40 Hours per Week (2 of 2)

- If you have paid staff that are not relatives, legally responsible persons, and legal guardians, those staff members can work more than 40 hours per week.
- If you want the staff to work more than 40 hours, then you must make sure they have funding and hours in your budget to cover the increased cost of services.

Roll Out of Updates to the Family as Staff Form

- If someone who provides you waiver services now meets the new definition of relative, you will need to update the **Family as Staff Form** the next time you submit a Person-Centered Plan.
- The updated Family as Staff Form must be used after October 6, 2025 for all Person-Centered Plans.

Roll Out of Updates for Relatives, Legally Responsible Persons, and Legal Guardians who Provide Waiver Services

- If a relative, legally responsible person, or legal guardian currently provides you Nursing Support Services or Participant Education, Training, and Advocacy Supports, they may continue to do so until your **next plan year or January 1, 2026 (whichever comes last)**.
- If a legally responsible person or legal guardian currently provides you Day-to-Day Administrative Supports or Transportation Services, they may continue to do so until your **next plan year or January 1, 2026 (whichever comes last)**.

Questions



Updated Forms for Self-Directed Services

Updated Forms for Self-Directed Services

Form for use on or after October 6, 2025:

- Participant Agreement
- Self-Directed Services Budget Sheet
- Budget Modification Form
- Family as Staff Form

Participant Agreement

What Changed?

- Required for all people who self-direct their services.
- If you are under 18, you must name a Designated Representative to help manage your services. (Option 2 on the form)
 - You'll need to use the new form during your next plan year or immediately if something changes in your situation.

Self-Directed Services Budget Sheet

What Changed?

- This form was updated to be easier to understand and use.
- Use the new form next time you need to create or change your budget.

Budget Modification Form

What Changed?

- This form was also updated to be clearer.
- It now shows that the Individual and Family Directed Goods and Services are limited to \$5,000 per year.
- You have to use the updated form next time you make a budget change.

Family as Staff Form

What Changed?

- This form must be used when relatives, legally responsible persons, and legal guardians provide waiver services to you.
- You must use the updated form during your next plan year, or if something has changed.

New Forms for Self-Directed Services

Form for use on or after October 6, 2025

- Day-to-Day Administrative Supports Decision Tree
 - This new form helps you and your team decide what kinds of help you may need from Day-to-Day Administrative Supports. The new form is required during the next plan year if you are requesting Day-to-Day Administrative Supports.
- Self-Directed Services Orientation Checklist

Questions



Termination from the Self-Directed Services Model

Terminating a Participant from the Self-Directed Services Model (1 of 2)

You may be removed from the Self-Directed Services model if you do not follow:

- Labor laws,
- Regulations,
- Policy, and
- Guidance (including going over authorized hours or funds).

Terminating a Participant from the Self-Directed Services Model (2 of 2)

Before terminating you from the Self-Directed Services model, the DDA may first:

- Require a meeting to review your rights and responsibilities of self-directed services; and/or
- Require a corrective action plan.

Questions



Resources

Webinar Series - Save the Dates

Date	Topic	Time
September 19, 2025	Provider Opportunities and Requirements	2 - 3:30 pm
October 1, 2025	New and Updated Forms	12 - 1:30 pm
October 3, 2025	LTSS <i>Maryland</i> Updates	12 - 1:30 pm

[Register once](#) to be automatically enrolled for all webinars.

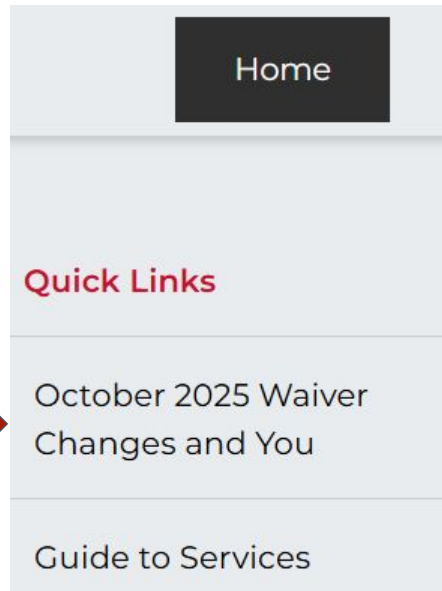
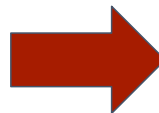
Who do I contact with questions?

You can reach out to:

- Your **Coordinator of Community Services**, or
- Your **DDA [Regional Office](#)**.

More Information

- For updates and more details, visit the new “[October 2025 Waiver Changes and You](#)” webpage.
- You can also sign up for email updates from the DDA [through the DDA Connection newsletter](#).



Questions

