



# RETAINER PAYMENTS

## At a Glance

### COVID-19 DDA Services

*Temporary changes, effective March 13, 2020, and Revised March 29, 2023*

During the COVID-19 epidemic, some people may choose to stay with their families or may be supported in other systems (e.g., hospitals, nursing facilities, etc.). In addition, Meaningful Day services and programs have been closed due to State mandates and to protect health. In these situations, providers and participants self-directing services may request a COVID-19 Retainer Payment when they are not providing or paying for services, for a particular person. **(Ends on June 30, 2023)** (Note: DDA Residential Providers who have not accessed the Community Pathways base waiver residential retainer fees (18 days per calendar year only) or have exhausted all Appendix K residential retainer payments, may access residential retainer fees payments as stipulated in the Community Pathways Waiver as of January 1, 2022.)

Service	Traditional Service Delivery
Career Exploration	Up to 30 days at 80% rate
Community Development Services	Up to 30 days at 80% rate
Community Living- Group Home	Up to 60 days at 100% rate
Day Habilitation	Up to 30 days at 80% rate
Employment Services	Up to 30 days at 80% rate
Personal Supports	Up to 120 hours at 100% rate, within authorized limit
Personal Supports – Enhanced	Up to 120 hours at 100% rate, within authorized limit
Supported Employment	Up to 30 days at 80% rate
Supported Living	Up to 30 days at 100% rate

### Retainer Payment Availability and Limitations

- Retainer payments are available for direct care providers who normally provide services that include habilitation and personal care, but are currently unable to due to health and safety risk; State mandates; or complications experienced during the COVID-19 pandemic because the waiver participant is sick due to COVID-19 or isolated or quarantined based on local, State, federal and/or medical requirements/orders
- Retainer payments are paid from existing service authorization; therefore, no new funding is allocated
- Retainer rates are 80% of the usual service rate for Meaningful Day services
- Retainer payments may only be used on days in which services were not rendered for daily services; and for units in which services were not rendered for hourly services
- DDA will share detailed billing and documentation guidance

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Visit our website for additional COVID-19 resources:  
[https://dda.health.maryland.gov/Pages/DDA\\_Appendix\\_K.aspx](https://dda.health.maryland.gov/Pages/DDA_Appendix_K.aspx)  
 Have questions? Email them to: [dda.toolkitinfo@maryland.gov](mailto:dda.toolkitinfo@maryland.gov)

▶ Issue date: **3.13.2020**  
 ▶ Revised date: **3.29.2023**  
 ▶ Version number: **11**



- Providers must produce supporting documentation of the person being unable to be supported, displaced, or other circumstances related to the COVID-19 crisis, and must notify the Coordinator of Community Services when they resume habilitative services so they can document when the person is back in their services

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## Provider Attestation

- As per federal requirement, all providers requesting retainer payments must complete the DDA designated attestation form.

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## Self-Directed Services Paid Time Off

- Participants self-directing services, as the employer of record, determine staff schedules, pay rates, benefits including paid time off (PTO), and authorize timesheets/invoices based on their approved budget
- Paid Time Off, under the self-directed service model, can be used like a Retainer Payment to keep staff
- Unlike Retainer Payments, Paid Time Off is not limited based on the State’s nursing facility “bed-hold” days. It is limited based on the participants authorized self-directed budget
- Participants enrolled in the self-directed service delivery model will determine, on a case by case basis, staff they will authorize Paid Time Off
- People who self-direct services must produce supporting documentation of the person being unable to be supported, displaced, or other circumstances related to the COVID-19 crisis, and must notify the Coordinator of Community Services when they resume habilitative services so they can document when the person is back in their services

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