



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

**To:** DDA Certified Supported Employment Service Providers  
DDA Coordination of Community Services Providers

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

A handwritten signature in black ink that reads "Bernard Simons".

**Subject:** Supported Employment Activities and Billing

**Date:** May 14, 2021

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The Developmental Disabilities Administration (DDA) provides funding for Supported Employment services to gain and maintain competitive integrated employment. This memo clarifies and continues the previously issued Transmittal #DDA2014019 titled Supported Employment Activities issued on September 12, 2014 related to service delivery scope and billing requirements.

DDA participants must be engaged in Supported Employment activities a minimum of four (4) hours per day in order for providers to bill through the DDA Provider Consumer Information System (PCIS2) billing system. The DDA Supported Employment providers may bill when a person is either working in Competitive Integrated Employment or participates in a combination of Supported Employment activities for a minimum of four hours per day.

Supported Employment services are individualized and include both direct and indirect supports that may occur on or off the job site such as:

- Individualized job development and placement;
- On-the-job training in work and work-related skills;
- Facilitation of natural supports in the workplace;
- Ongoing support and monitoring of the individual's performance on the job;
- Training in related skills needed to obtain and retain employment such as using community resources and public transportation;
- Negotiation with prospective employers; and
- Self-employment supports.

The DDA's Appendix K flexibilities remain in place for Supported Employment services up to six (6) months after the federal public health emergency ends.

Supported Employment services shall be provided in accordance with the participant's Person-Centered Plan developed through a person-centered planning process which includes an annual assessment of the participant's employment goals.

If you need additional information, please contact Kathleen Walker, Employment Coordinator [kathleen.walker1@maryland.gov](mailto:kathleen.walker1@maryland.gov).

**cc:** DDA Regional Directors  
Patricia Sastoque, Director of Programs  
Robert White, Director of Fiscal Services and Operations  
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