



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: SUPPORTED LIVING ALLOWANCE POLICY 6.11

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Authority: Chapter 71A RCW Developmental Disabilities  
Chapter 388-820 WAC Community Residential Services and Supports

**PURPOSE**

This policy describes the types of supported living allowances that are available and establishes criteria and procedures for authorizing such allowances.

**SCOPE**

This policy applies to Supported Living service providers (SL), and State Operated Living Alternatives (SOLA). Alternative Living (AL) services may be covered through the exception to policy (ETP) process.

**POLICY**

When an individual does not have sufficient resources to pay for expenses routinely associated with establishing and/or maintaining a residence, three types of allowances are available:

A. Start-Up Allowance

This may be used to purchase essential personal items such as furniture and household goods, or to cover moving expenses such as rent and/or utility deposits, installation charges, etc. The person owns any items purchased with an allowance.

B. Insufficient Income/Rent Supplement Allowance

This may be used when a person's income is temporarily reduced and is inadequate to cover essential living expenses. This may also be used when a person does not have enough income to pay the rent after paying for other essential living expenses.

C. Roommate Vacancy Allowance

This may be used when a person needs to cover an absent roommate's share of joint expenses, such as rent and utilities.

**PROCEDURES**A. Start-Up Allowance

1. Start-up allowances are limited to a maximum of \$1,500 per person.
2. The residential service provider must submit the following information in writing to the case resource manager (CRM):
  - a. An itemized list of the necessary purchases and estimated cost; and
  - b. The amount of available income and resources. The monthly Clothing and Personal Incidentals (CPI) allowance and the monthly Supplemental Security Income (SSI) are not considered.
3. The amount of the allowance is calculated as 2.a minus 2.b., above, up to a maximum of \$1,500.
4. If approved, the allowance must be authorized within fifteen (15) calendar days of receipt of the request. Use Social Service Payment System (SSPS) Code 7425, Reason Code "A" for new resident.
5. The residential service provider files the original purchase receipts in the person's file and submits copies of the receipts to the CRM.
6. The CRM bills the actual amount spent on an SSPS invoice.
7. Requests for start-up allowances exceeding \$1,500 must be accompanied by a written justification for the additional items and expense.
8. The Regional Administrator or designee must approve or deny all exception to policy (ETP) requests. Use the "9" ETP prefix in front of SSPS Code 7425 (97425), Reason Code "A" for new resident.

**B. Insufficient Income Allowance and/or Rent Supplement Allowance**

1. The residential service provider submits a request indicating the amount of the person's regular income and ongoing expenses. Prior to the request, the provider must ensure the person has applied for all financial assistance, food assistance and housing assistance for low income/developmentally disabled individuals (e.g., Section 8 Housing and Urban Development [HUD] rent subsidy, Social Security benefits).
2. The CRM evaluates the need for the allowance using the following criteria:
  - a. Allowable expenses include the full cost of rent and utilities, the base rate for telephone service, the cost of public transportation to essential services, a standard regional allowance for food, personal care products and cleaning supplies;
  - b. Request for allowance of any other expenses must be by ETP; and
  - c. Each person is allowed to maintain the equivalent of one month of SSI and the personal spending dollar amount limit (as set by the region) in his or her savings/resources.
3. Upon request, the provider submits a "Rent Supplement Addendum" or other documentation to the CRM, including:
  - a. Justification for selection of a specific living unit if other less expensive units are available; and
  - b. Evidence of application for HUD Section 8 rent subsidies, or a statement that applications are not being accepted.
4. The following information is reviewed every three (3) months:
  - a. The person's current budget, including any changes in income, resources or expenses; and
  - b. The date of a HUD Section 8 application for rent subsidy.
5. The CRM determines the allowance amount based on the information above, using the calculation formula on the regional request form submitted by the residential service provider.

6. An allowance for insufficient income may be authorized for up to three (3) months at a time.
7. If approved, the allowance must be authorized within fifteen (15) calendar days of receipt of the request. Use SSPS Code 7425, Reason Code "B" for insufficient income.

C. Roommate Vacancy Allowance

1. The amount of a roommate vacancy allowance is determined as the total portion of the fixed monthly expenses that would normally be paid by a roommate.
2. An allowance for a roommate vacancy may be authorized for the duration of the vacancy.
3. If approved, the allowance must be authorized within fifteen (15) calendar days of receipt of the request. Use SSPS Code 7425, Reason Code "C" for roommate vacancy.

D. SOLA Authorizations

Whenever authorization through SSPS is referenced in this policy, SOLAs must submit an invoice voucher (DSHS Form A19-1A).

E. Regional Administrator Approval

All allowance requests must be reviewed and approved by the Regional Administrator or designee. Approval is contingent upon the availability of funding within the region.

**EXCEPTIONS**

Exceptions to this policy, including applicability to Alternative Living services, must be approved by the regional administrator based on information submitted on DSHS Form 05-010, *Rule Exception Request*.

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**SUPERSESSSION**

Division Policy 6.11  
Issued January 1, 2002

Division Policy 6.11  
Issued April 13, 2000

Division Policy 6.11  
Issued October 12, 1999

Division Policy 6.11  
Issued January 13, 1999

Division Policy Directive 6.11  
Issued December 30, 1993

Approved: /s/ Linda Rolfe  
Director, Division of Developmental Disabilities

Date: 11/01/2003