

Your Responsibility for Participation Towards Costs of Care at a Youth Transitional Care Facility

Date:

To:

From:

Due to your youth's admission to receive services at a Department of Social and Health Services (DSHS) Youth Transitional Care Facility (YTCF), you may receive notice that you are responsible to pay a part of the cost of youth's care. The amount you owe is called participation.

Developmental Disabilities Administration (DDA) Long-Term Care and Specialty Programs Unit (LTC) will send you a participation notice when youth are newly approved for institutional benefits and when their benefits are recertified after an eligibility review. A notice will also be sent if your youth's income, assets, or expenses change, as it affects their participation amount.

There are three entities involved in managing the participation for youth's services at an YTCF:

- 1) Youth's payee is the primary keeper of your daily financial records to pay your participation. This may be the YTCF.
- 2) LTC will determine your financial eligibility for Medicaid coverage and determine youth's participation amount.
- 3) The Office of Financial Recovery (OFR) is responsible for collecting youth's participation and maintains a full record of your transactions. A statement is mailed to you monthly by OFR.

DSHS will ask for information regarding your income, assets, and expenditures. If youth have a legal representative, they will be responsible for providing the information requested. Using this information, LTC will determine youth's participation amount. You will receive a monthly billing statement from OFR with a return envelope and a coupon. The coupon needs to be included with your payment.

Washington Administrative Code (WAC) 182-513-1380 describes how income, excess resources, and expenses are used when determining your participation:

- Income and wages, including Social Security benefits and Supplemental Security Income (SSI)
- Resources above the \$2,000 limit, including sale or transfer of property
- State and/or federal taxes
- Court-ordered fees you pay to your legal guardian
- Spousal support
- Child support or family maintenance costs
- Medical expenses including health insurance premiums
- The cost of maintaining a home in the community, under certain circumstances

The responsibility to pay towards youth's cost of care is described in RCW 43.20B.430, 43.20B.435, and WAC 388-835-0940. If you fail to pay this debt, the department may take further collection action against you. If you do not agree with the findings, you will be given an opportunity to request an administrative hearing.

By my signature below I assert that I have received and read this document:

LEGAL REPRESENTATIVE

DATE

Instructions

When is this form used?

The form is to be used when a client is admitted to a Youth Transitional Care Facility.

Who must receive this form?

This form is intended to be handed out to the client and/or the client's representative during admission to the YTCF. If the client representative is not present at admission the form should be mailed to them requesting return.

Who is responsible to ensure this form is received?

The YTCF admissions coordinator must provide this form as part of this admissions package. The YTCF will ask the client's legal representative to read and sign the form, keep the original, and give a copy back to the representative.