

Department of Social and Health Services
Community Services Division
Social Services Manual

Revision: # 170
Category: **Ongoing Additional Requirements**
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Summary

WAC 388-473-0010 What are ongoing additional requirements and how do I qualify?

WAC 388-473-0020 When do we authorize meals as an ongoing additional requirement?

WAC 388-473-0040 Food for service animals as an ongoing additional requirement.

- **Clarifying Information**

WAC 388-473-0050 Telephone services as an ongoing additional requirement.

- **Worker Responsibilities**

WAC 388-473-0060 Laundry as an ongoing additional requirement.

WAC 388-478-0050 Payment standards for ongoing additional requirements.

See [Ongoing Additional Requirements](#) in the Eligibility A-Z Manual for more information about role of the Financial Worker in setting up service for the client.

Definition

An "**Ongoing Additional Requirement**" is a benefit that is needed by a person that maintains their independent living situation or allows them to live in an environment that is as independent as possible.

Eligibility Determination

1. A person may request Ongoing Additional Requirements benefits from either their Financial or Social Worker. If the request is made to the Financial Worker, the Financial Worker must give a referral [using the 14-084](#) to the Social Worker.
2. The Social Worker verifies the need and determines eligibility for these benefits through an assessment. This may include an interview, collateral contacts, or a home visit.
3. Notify the Financial Worker via inter-office memo of your decision.
 - 3-1. [Include notes on whether an ETR was approved if the amount is over the Standard Payment Amount](#)
4. We do not approve Ongoing Additional Requirement benefits if:
 - a. The assistance they are requesting is available to them through another program, or
 - b. The person lives in a licensed adult family home or boarding home.

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Worker Responsibilities

1. Document the reason for the request for benefits as well as the facts supporting the approval or denial of benefits in the case progress notes.
2. Provide the Financial Worker with the eligibility decision and a summary of this information by inter-office communication memo (available in ICMS).
3. If Ongoing Additional Requirements benefits are approved, the Financial Worker will notify the person and generate payment.
4. Review eligibility for Ongoing Additional Requirements as requested by a Financial Worker.

Clarifying Information - WAC 388-473-0040

What is a service animal?

The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

Service animals perform some of the functions and tasks that the individual with a disability cannot perform for him or herself. Guide dogs are one type of service animal, used by some individuals who are blind. This is the type of service animal with which most people are familiar. But there are service animals that assist persons with other kinds of disabilities in their day-to-day activities.

Some examples include:

- Alerting persons with hearing impairments to sounds.
- Pulling wheelchairs or carrying and picking up things for persons with mobility impairments.
- Assisting persons with mobility impairments with balance.

A service animal is **not** a pet.

Social Worker Responsibilities

1. Use the following criteria to determine if the person's need for a service animal qualifies as an On-going Additional Requirement.

The animal:

- a. Must help the person with a sensory, mental, or physical disability.
- b. The training does not need to be formal, but the animal should be trained to help the person with tasks related to the disability. Do not ask for proof of training.

EXAMPLE The client indicates the dog is to help with the blindness to get around. If the use of the animal in assisting the client seems questionable, you can request verification from the client's medical professional that the animal provides assistance with the disability.

EXAMPLE The dog is used to calm down the patient. It seems questionable. You can ask the client to provide a statement from the treating doctor, psychiatrist, or other medical professional on how the animal helps the clients with the disability.

3. Approve Ongoing Additional Requirements when the above conditions are met.

4. Notify the Financial Worker of your decision using the inter-office communication memo available in ICMS.

5. For HCS cases, the HCS SW or Area Agency on Aging (AAA) case manager makes the determination of the need of OAR. Notify the financial worker of your decision using the DSHS 14-443 financial social service communication form. (This form is located in the barcode ECR under the forms tab.)

Worker Responsibilities - WAC 388-473-0050

Before authorizing benefits for telephone services, verify the person is receiving local telephone service under the Washington Telephone Assistance Program (WTAP). You can verify this by contacting the local telephone company.

NOTE: - if the amount the person needs is higher than the standards in WAC 388-478-0050, the worker should request an exception to rule to allow a higher payment standard.

LINKS

- [U.S. Department of Justice, article Americans with Disabilities Act Business Brief: Service Animals.](#)
- [International Association of Assistance Dog Partners \(IAADP\) article The World of Assistance Dogs.](#)