

Ohio Department of Mental Health and Addiction Services (OhioMHAS) Residential State Supplement (RSS) Verification Enforcement Procedure

Background

The Residential State Supplement (RSS) program provides financial assistance to adults with disabilities to help with accommodations, supervision, and personal care services in eligible living arrangements. Individuals use RSS, which supplements their income, to pay the monthly allowable fee (or “rent”) to eligible living arrangements, i.e. Class Two Residential Facilities (RF2’s) and approved Residential Care Facilities (RCF’s). Individuals must meet all non-financial and financial eligibility criteria to be enrolled in RSS and receive cash and Medicaid assistance.

OhioMHAS is the administrative agency for RSS and is responsible for determining non-financial eligibility criteria, including eligible living arrangements for program participation. *Ohio Administrative Code 5122-36-02(I)* states, “Each living arrangement housing an RSS resident shall...respond to and cooperate with OhioMHAS quarterly RSS resident verification surveys”. This procedure outlines enforcement actions to be taken by OhioMHAS Community Transitions staff when facilities do not comply with the RSS Verification process.

Procedure

- 1) OhioMHAS staff will prepare the Living Arrangement Form and send to facility operators providing housing to RSS individuals on a quarterly basis via U.S. mail or email (for confirmed email addresses only).
- 2) After the quarter’s deadline, OhioMHAS staff will contact those facility operators who have not submitted the Living Arrangement Form. Contacts will include reminder calls, emails, and mailed letters as needed.
- 3) After multiple attempts, OhioMHAS staff will then send certified mail to non-compliant operators.
- 4) If facility operators have not responded, OhioMHAS staff will mail a letter to the individual enrolled in RSS requesting confirmation of the current living arrangement.
- 5) If the RSS individual has not responded, OhioMHAS staff will then send certified mail to the individual. If the individual does not confirm the current living arrangement, OhioMHAS staff will initiate the RSS disenrollment process. [The individual will be able to re-enroll in RSS once the living arrangement is confirmed and all other eligibility criteria are met.]
- 6) OhioMHAS staff will maintain a list of RF2’s and RCF’s who have not complied with the RSS Verification process and are no longer eligible living arrangements for the program. All incoming RSS applications and address change requests will be checked to make sure RSS individuals do not move to non-compliant facilities. [Facilities may be removed from the list once they comply.]
- 7) Community Transitions staff will alert the Office of Legal and Regulatory Services and the Bureau of Licensure and Certification which facilities have been deemed non-compliant for the quarter for informational purposes only.
- 8) Community Transitions staff may change the RSS Verification Enforcement Procedure at any time in order to accommodate the needs of individuals enrolled in the program, with the approval of OhioMHAS Senior Leadership.