

## FAMILY REIMBURSEMENT APPLICATION PROCESS

1. Contact a participating agency of your choice to request the current Family Reimbursement Application Packet (the application packet is revised annually)
  - AHRC Nassau (*Serves Nassau County*)
  - Citizens Inc. (*Serves Suffolk County primary / Nassau County secondary*)

Contact: Leonard Giarraputo / [lgarraputo@ahrc.org](mailto:lgarraputo@ahrc.org)
2. Request the Family Reimbursement Application Packet to be emailed out
3. Utilize the Instructions Page to assist with fully completing the application (all FOUR pages)
4. Scan the completed application to [lgarraputo@ahrc.org](mailto:lgarraputo@ahrc.org) along with the following attachments:
  - a. Letter of Decision from NYS authorizing Eligibility for OPWDD services (*permanent and/or provisional eligibility*) – *If eight years or older, permanent eligibility is required for approval.*
  - b. Copy of the Life Plan from the Care Coordinator/Manager (*if applicable*)
5. Every week our Internal Committee reviews the applications for completeness and vetting purposes.

**Below is a breakdown of how we prioritize applications**

### PRIORITIZING APPLICATIONS

**Tier 1:** Regardless of waiver status, requests for reimbursing costs related to an individual's immediate health and/or safety. (emergency situations)

**Tier 2:** Requests for reimbursements for individuals who have no other funding sources. (Not enrolled in waiver, true FSS)

**Tier 3:** Requests for reimbursements for individuals who are enrolled in the HCBS waiver.

Once the applications have been prioritized, the FSS provider must respond to all requests in Tier 1 before considering applications in Tier 2. Once all applications in Tier 2 have been considered and responded to, requests in Tier 3 can be considered. This tiered consideration is intended to prioritize individual/family requests based on greatest need.

6. Once the internal committee prioritizes the applications, we send them off to the Developmental Disability Regional Office (DDRO) in Hauppauge for the State's final review and decision
7. When we receive the final decision from the State, we email out one of three letters to the applicant:
  - a. Award Letter: the state approved your application with the dollar amount you were awarded noted for the calendar year
  - b. Waitlisted Letter: the state approved your application; however, you are on a waitlist due to either your HCBS Waiver and/or Self-Direction status. Applicants on the waitlist will be reviewed again at the end of the calendar year (if there are any unclaimed grant funds left over)
  - c. Denial Letter: the state denied your application. The reason will be indicated in the letter
8. Once an Award Letter is received, you can begin scanning over paid receipts/invoices to [lgjarraputo@ahrc.org](mailto:lgjarraputo@ahrc.org) (for the goods/ items the State approved on your application)
  - If you are applying for reimbursement for In-Home Respite, the current "Respite Verification Form" needs to be fully completed and submitted (subject to verification)

Please ensure....

- Receipt/ invoice is on company letterhead
  - Applicant's name is on the receipt/ invoice
  - Date of service/ payment is on the receipt/ invoice (CURRENT YEAR ONLY)
  - Method of payment noted on the receipt/ invoice
  - Circle the dollar amount on the receipt/ invoice you are requesting reimbursement for
9. A check request then gets generated and entered into our system.
    - The checks get processed in the order in which receipts/ invoices are received
    - Copies of the checks then get emailed to the FSS office for filing purposes
    - The hardcopy checks typically get mailed out to families the following week after being reviewed by our CFO. We do not do direct deposit.

Please allow three weeks for the check to arrive before you call the FSS office to question its status.

**WE THANK YOU FOR YOUR PATIENCE DURING THIS PROCESS**