

## APPENDIX B

### Department of Health Care Finance *Services My Way* Program

#### **Guidelines for Purchasing Individual-directed Goods and Services**

##### **ALLOWABLE Goods and Services**

Allowable Goods and Services shall:

1. decrease the need for other Medicaid services; and/or
2. promote inclusion in the community; and/or
3. increase the waiver participant's safety in the home environment, and
4. are not currently covered by Medicaid.

Allowable Goods and Services include:

- Cleaning service from firms or individuals to clean the waiver participant's personal areas including bedroom, bathroom, kitchen, etc.
- Food preparation service and delivery of prepared foods (but not payment for the food itself).
- Transportation services not currently available under Medicaid or the county transportation system related to activities of daily living.
- Small electric appliances which allow the individual to safely prepare meals.
- Laundry service from a Laundromat or other provider.
- Supplies and equipment that decrease the need for other Medicaid services, and/or promote or enhance independence and/or increase the waiver participant's safety in the home environment, and are not currently covered by Medicaid.
- The cost of changing locks at the individual's home, as necessary, when a participant-directed worker stops working for the individual.

**ALL ITEMS MUST BE DIRECTLY & CLEARLY RELATED TO MEETING A PERSONAL CARE NEED THAT WOULD BE PROVIDED BY A PARTICIPANT-DIRECTED WORKER (PDW)**

##### **Non-Allowable Goods and Services**

- Gifts for participant-directed workers (PDWs), family or friends.
- Loans to your PDWs.
- Food and/or other beverages, nutritional supplements
- Entertainment equipment or supplies such as videos, VCR's, televisions, stereos, CD's, DVD's, audio/video tapes, etc.

- Air Conditioners, heaters fans and similar items.
- Electronics such as Ipads, Ipods and cell phones.
- Illegal drugs.
- Alcoholic beverages.
- Tobacco products.
- Costs associated with travel (airfare, lodging, meals, etc.) for vacations or entertainment.
- Utility, rent or mortgage payments.
- Clothing or shoes or other wearing apparel.
- Comforters, towels, linens or drapes.
- Paint and related supplies.
- Furniture & household furnishings.
- Cleaning for other household members or areas of a home that are not used as part of the waiver participant's personal care.
- Household or kitchen appliances such as washers, dryers, dishwashers, refrigerators, freezers.
- Exercise equipment.
- Medications, vitamins/herbal supplements.
- Experimental and Prohibited Treatments.
- Laundry detergent and household cleaning supplies.
- Vehicle expenses including routine maintenance and repairs, insurance or gas money for a personal vehicle or a family member's vehicle who performs tasks they are responsible for outside of personal care.
- Transportation to work, school, day program or recreational activities.
- Landscape and yard work.
- Pet care, except for service animals.
- Massages, manicures and pedicures.

Waiver participants' PDS budgets shall not be used to purchase goods and/or services that are already covered by Medicaid. If the waiver participant or his/her representative are unsure whether the item or service he/she wishes to purchase can be paid for through Medicaid, they should contact the waiver participant's support broker for assistance.

**\*\*PLEASE NOTE:** Items that are requested to be paid out of the PDS budget must be directly linked to meeting a personal assistance need and are subject to review and approval by the Department of Health Care Finance (DHCF). Waiver participants and their representatives should not make any purchases until they have received approval from the DHCF. The waiver participant's support broker must review the waiver participant's individual-directed good or service request, however, final approval must be provided by the DHCF.

**If a waiver participant/representative who purchases an individual-directed good or service that has not been approved by the DHCF, he/she will not be reimbursed for the expense and will be responsible for the cost of the purchase. In addition, the waiver participant/representative will be referred to the DHCF's Participant Remediation, Training, and Termination process.**