

# One-Time Funding for Home and Community-Based Services (HCBS) Providers (10% FMAP)

An Overview of the One-Time Funding for HCBS Providers (10% FMAP) in the State of South Dakota

February 8, 2022



# Agenda

---

Introduction & Program Overview

---

Program Eligibility

---

Uses of Funds

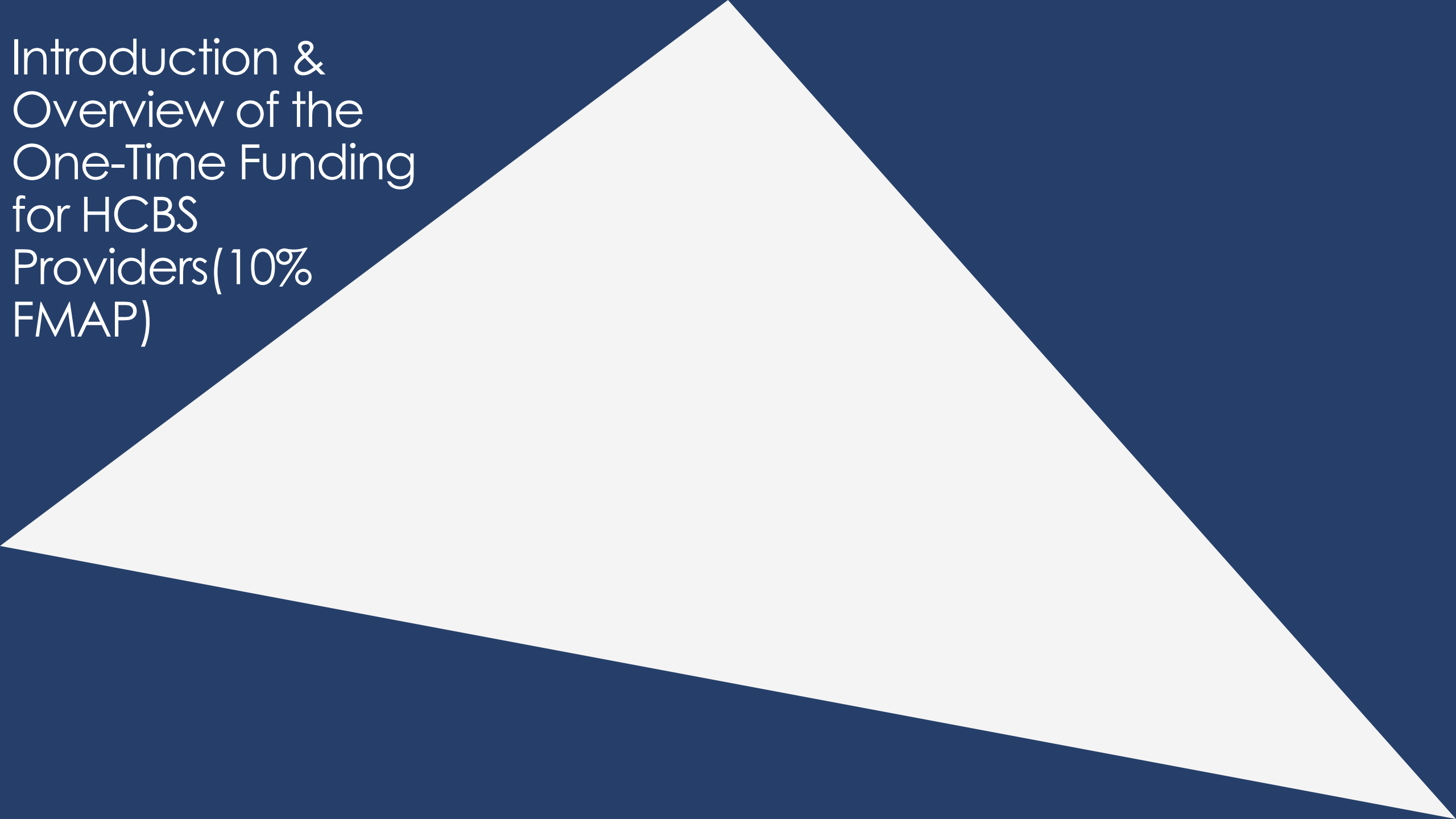
---

Application and Award Process

---

Additional Information and Resources

---



Introduction &  
Overview of the  
One-Time Funding  
for HCBS  
Providers (10%  
FMAP)

# Introduction & Overview of the One-Time Funding for Home and Community-Based Services (HCBS) Providers (10% FMAP)

---

Section 9817 of the American Rescue Plan Act of 2021 (ARPA) provided states with a temporary 10 percentage point increase in federal medical assistance percentage (FMAP) for certain Medicaid expenditures for home and community-based services (HCBS). The State of South Dakota is passing these funds directly to HCBS providers as a one-time supplemental payment to address direct care workforce challenges and expenses for equipment and supplies, including those that enhance the delivery of HCBS services. Allocation of funding, upon approval of the Legislature, is estimated as a percentage of annual Medicaid revenue for eligible services funded through the Department of Social Services and Department of Human Services. Funding is to be expended by June 30, 2023. Providers will be required to provide the State with a report of funds expended and for what purpose in the form and manner designated by the State.



## ***Recipients***

---

- In-Home Services for the Elderly
- Publicly Funded Behavioral Health Providers
- Intellectual and Developmental Disability Providers
- Assistive Daily Living Services Waiver Provider
- Assisted Living Services
- Adult Day Services
- Structured Family Caregiving Services
- Environmental Accessibility Adaptation Services



## ***Award Methodology***

---

- Assuming approval by the State Legislature, providers will receive an estimated 40-50% of their annual Medicaid revenue for targeted services. Final payment amounts will be determined based on the number of applications received, qualifying services, and final available funding.

# Eligibility Requirements for One-Time Funding for Home and Community-Based Services (HCBS) Providers (10% FMAP)

## Eligibility Requirements

Eligible providers must be enrolled in and have received Medicaid reimbursement between April 1, 2021 and December 31, 2021. Providers of multiple service types are eligible for funding for all eligible service categories through One-Time Funding for Home and Community-Based Services (HCBS) Providers (10% FMAP). Providers will designate all eligible service categories that apply under a Tax Identification Number (TIN).

Eligible providers include

- Assistive Daily Living Services Waiver Providers**
- Assisted Living Services**
- Adult Day Services**
- Structured Family Caregiving Services**
- In-Home Services for the Elderly**
- Publicly Funded Behavioral Health Providers**
- Intellectual and Developmental Disability Providers**
- Environmental Accessibility Adaptation Services**

Eligible providers must complete and submit an application, along with the signed attestation, by 5:00 PM Central Time on Friday, February 25, 2022 to receive the funding

**NOT Required**

Financial documentation regarding revenue and expense information



# Eligible Uses of Funds

---

Providers may use the one-time funding to address:

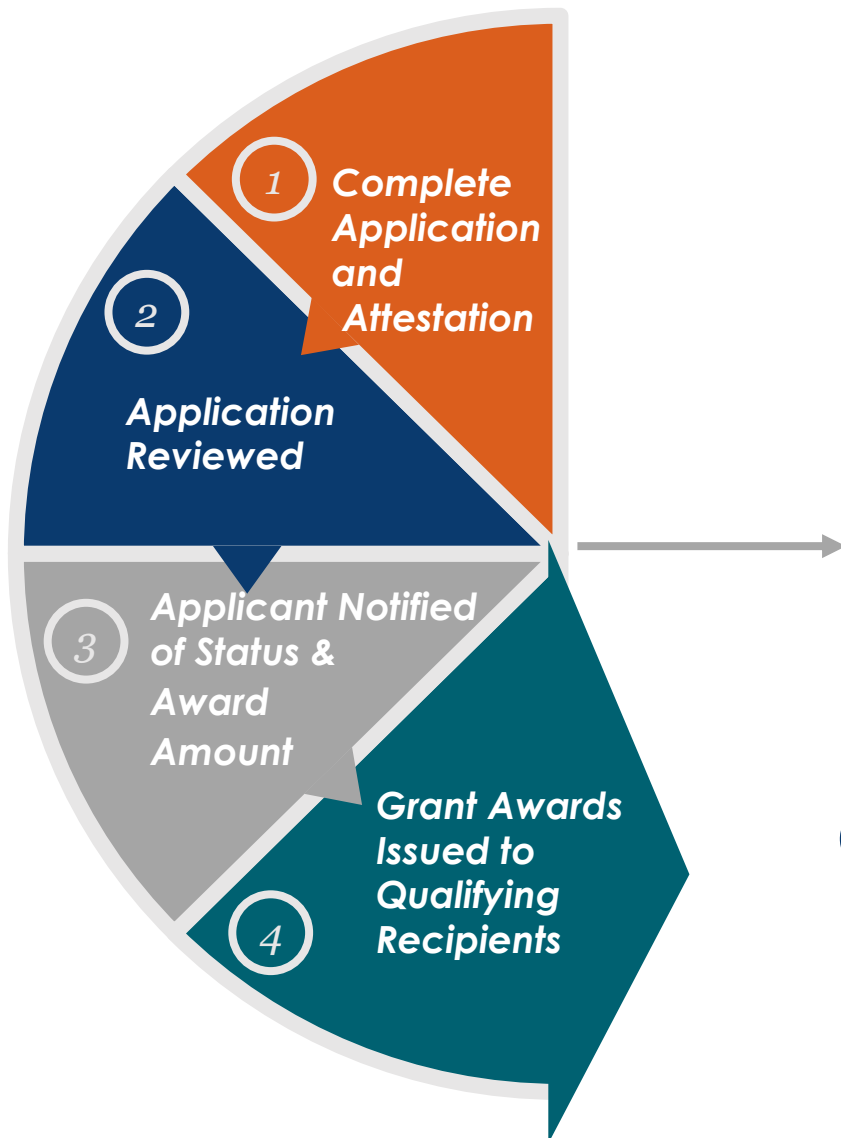
**Direct Care Workforce** – One-time compensation payments, including temporary shift differentials; a one-time compensation adjustment to direct care staff for retention; other types of retention incentives such as paid family leave and paid sick leave; and activities to recruit direct care workers.

**Equipment and Supplies** – Expenses related to COVID-19 related equipment, testing supplies, and infection control; telehealth equipment and assistive technology for providers; and other supplies and equipment that enhance the delivery of HCBS.

# Application & Award Process

A large white triangle is positioned in the center of the image, pointing upwards. The triangle's base is at the bottom edge of the frame, and its apex is near the top center. The background is a solid dark blue color. The text 'Application & Award Process' is located in the upper-left corner of the image, in a white, sans-serif font.

# Application and Award Process



On February 9, 2022, each eligible provider **will receive an email** from [DSS.GRANTS@state.sd.us](mailto:DSS.GRANTS@state.sd.us) containing an estimated award amount and additional information. The estimated award assumes payments will be made by March 31, 2022.

For applicants who applied for one of the State's CARES Act-related grants in 2021, the email on 2/9/22 will direct them use their existing username and password to access the application

For applicants who did not apply for one of the State's CARES Act-related grants in 2021, the email on 2/9/22 will notify them that **they will receive another email on the morning of February 14, 2022** that will contain their username and a weblink to access their application

**The application portal will open at 8:00 AM Central Time on February 14, 2022 and will close at 5:00 PM Central Time on February 25, 2022**

**Eligible providers must complete and submit an application, along with the signed attestation, by 5:00 PM Central Time on Friday, February 25, 2022 to receive the funding**

Applications will be reviewed after they have been determined to be complete. Once all applications for the program are received, final award amounts will be determined and calculated by the State of South Dakota

Applicants will receive a notification indicating funding approval or denial, and if approved, the dollar amount of the funding

Upon approval by the State Legislature, DSS and DHS are prepared to issue grant awards in March 2022



# Application - One-Time Funding for Home and Community-Based Services (HCBS) Providers (10% FMAP)

State of South Dakota ARPA and CRF Grant and Funding Programs

Username

Password

Log in

Forgot your password?

Applicants go to this website to login:  
<https://sdcovidhelp.force.com/Grants/s/login/>

Applications

## COVID-19 in South Dakota

Assistance for Healthcare & Small Business

Click Here to navigate to the  
One-Time Funding for HCBS Providers (10%  
FMAP) Application

If you are a returning user you can check the status of your existing application(s) by selecting Applications across the top navigation bar and then selecting your application number.

On the home page, applicants will click the orange box to access their application

### One-Time Funding for HCBS Providers (10% FMAP) Application

Application Number	Application Status	Application Created Date
SA-15503	New	1/26/2022, 10:15 AM

1. Business Information

2. Eligibility Questions

3. Certifications and Authorizations

Submit

# Application - One-Time Funding for Home and Community-Based Services (HCBS) Providers (10% FMAP)

## Step One: Business Information

- On the Business Information page, applicants will check this checkbox to confirm business information is correct.
- Select Save.
- Note: If the information is not correct, applicants should contact the Program Helpline at (605) 303 – 8775 or Toll Free at (866) 507 – 8463 or email: [DSS.GRANTS@state.sd.us](mailto:DSS.GRANTS@state.sd.us)
- Note: Applicants cannot save this page until the checkbox is checked.

### 1. Business Information

---

#### Business Information

EIN / TIN 123456789	Business Name HCBS Application
------------------------	-----------------------------------

#### Contact Information

Full Name Lorraine Da Mata	Email ldamata@guidehouse.com
-------------------------------	---------------------------------

\*I confirm the Business Information above is correct.

If the information above is incorrect or you are not the authorized representative for this application, please contact the Program Helpline at (605) 303 – 8775, or Toll Free at (866) 507 – 8463, or Program Email at [DSS.GRANTS@state.sd.us](mailto:DSS.GRANTS@state.sd.us). Please be prepared to provide the TIN associated with the application as well as the first name, last name and email of the authorized representative.

# Application - One-Time Funding for Home and Community-Based Services (HCBS) Providers (10% FMAP)

## Step Two: Eligibility Questions

- On the Eligibility Questions page, applicants will select all eligibility services that apply to their business.
- Select Save.
- Note: Applicants must select at least one eligible service.

### 2. Eligibility Questions

Eligible providers must be enrolled in and have received Medicaid reimbursement between April 1, 2021 and December 31, 2021. Providers of multiple service types are eligible for funding for all eligible service categories through the One-Time Funding for Home and Community-Based Services (HCBS) Providers (10% FMAP). Providers will designate all eligible service categories that apply under a Tax Identification Number (TIN).

Eligible providers include In-Home Services for the Elderly, Publicly Funded Behavioral Health Providers, Intellectual and Developmental Disability Providers, Assisted Daily Living Services Waiver Providers, Assisted Living Services, Adult Day Services, Structured Family Caregiving Services and Environmental Accessibility Adaptation Services.

Please select all eligible services that apply :

Adult Day Service Provider <input checked="" type="checkbox"/>	Structured Family Caregiving Services <input type="checkbox"/>
Environmental Accessibility Adaptation Services <input checked="" type="checkbox"/>	Assisted Daily Living Services Waiver <input type="checkbox"/>
In-Home Services for the elderly including nursing, private duty nursing, home-maker, personal care, adult companion, chore services, respite, home health agency and private duty nursing for children. <input type="checkbox"/>	Publicly Funded Behavioral Health Providers (Community Mental Health Centers and Substance Use Disorder Providers) <input type="checkbox"/>
Intellectual and Developmental Disability Providers (CHOICES Medicaid Waiver Program, Family Support 360 Medicaid Waiver Program) <input type="checkbox"/>	

# Application - One-Time Funding for Home and Community-Based Services (HCBS) Providers (10% FMAP)

## Step Three: Certifications and Authorizations

- On the Certification page, applicants must check all certifications.
- Applicants will enter their first and last name to sign.
- Select Save.
- Note: Applicant must be an authorized representative on behalf of the business.

### 3. Certifications and Authorizations

#### Certification

\* I certify that I understand these are one-time payments to enhance HCBS services. Funding can be used for direct care workforce one-time compensation adjustments, other retention incentives, direct care worker recruitment and training, telehealth, assistive technology, and other equipment, and COVID-related expenses.

\* I understand that 80% of the total funds will be spent on direct care workforce.

\* I understand that 20% of the total funds will be spent on equipment and supplies.

\* I understand that no more than 55% of the total funds will be used for one-time compensation adjustments.

\* I have provided complete and accurate information about my business/organization.

\* I agree that my attestation with the State of South Dakota, the fact that my business receives funding, and the amount of such funding are all public record.

\* I am submitting this application on behalf of the business and have full legal authority to do so.

\* I declare and affirm under penalties of perjury that this application has been examined by me and to the best of my knowledge and belief is in all things true and correct.

\* First and Last Name of Authorized Representative Date

Lorraine Da Mata 2/1/2022

# Application - One-Time Funding for Home and Community-Based Services (HCBS) Providers (10% FMAP)

---

## Post-Submission “Pop Up” Notification

- Immediately after applicants complete the “Certifications and Authorizations” page and submit their applications, they will receive a “pop up” notification on the web page

“Thank you for submitting your application to the State of South Dakota's One-Time Funding for Home and Community-Based Services (HCBS) (10% FMAP). You will receive an email confirmation and another email with a weblink to electronically sign the Attestation. Both emails will come from DSS.GRANTS@state.sd.us to the email address of the applicant.”

# Application - One-Time Funding for Home and Community-Based Services (HCBS) Providers (10% FMAP)

---

## Attestation Email Body - 1

### Please Sign Documents

Thank you for submitting your application for the State of South Dakota's One-Time Funding for Home and Community-Based Services (HCBS) Providers (10% FMAP).

To qualify for funding, all attestation agreements MUST be signed by 5 PM Central Time February 25, 2022.

Please click on the link below to review and sign the attestation. Please review this attestation carefully and, at your option, consult with your attorney prior to signing. You should understand your receipt of this attestation via email does not mean the State of South Dakota has made a final determination that your business is eligible for funding, or what your actual grant amount, if any, will be. However, as your business cannot receive funds until we have your signed attestation on file, completing this step now will ensure you receive any grant your business does qualify for as quickly as possible in the future.

Please click on the button below to start the signing process.

[View Document](#)

To reassign the signer, [click here](#)

# Application - One-Time Funding for Home and Community-Based Services (HCBS) Providers (10% FMAP)

By signing the Funding Attestation, the provider agrees to the following:

1. The provider understands this is a one-time payment.
2. The provider understands the payment will be determined and calculated by the State of South Dakota.
3. The provider understands the payment is contingent upon approval by the federal government of a State Plan Amendment and/or HCBS waiver amendment.
4. The provider agrees that funds will be used to expand, enhance, or strengthen Medicaid Home and Community Based Services.
5. The provider agrees funds will be expended in compliance with all state and federal requirements and limitations. Provider agrees that any funds spent for unallowable purposes will be repaid.
6. The provider will provide the State with a report of funds expended and for what purpose in the form and manner designated by the State.
7. The provider agrees to retain all documentation regarding how the funds were utilized for at least seven (7) years. If there is an ongoing audit or investigation, the provider shall retain all documentation until authorized to destroy it by State or federal officials.
8. The provider agrees to comply with any audits to verify appropriate use of the funds and will comply with any investigations. Any funds expended in violations of the requirements and limitations will be repaid.
9. The provider agrees that the funds will be used for one or more of the following activities:
  - **Direct care workforce** – this may include one-time compensation payments, including temporary shift differentials; a one-time compensation adjustment to direct care staff as a method of retention; other types of retention incentives such as paid family leave and paid sick leave; and activities to recruit direct care workers.
  - **Equipment and supplies** – this may include expenses related to COVID-19 related equipment, testing supplies, and infection control; telehealth equipment and assistive technology for providers; and other supplies and equipment that enhance the delivery of HCBS.
10. The provider agrees that 80% of their total allotted ARPA funding will be used for direct care workforce activities. In addition, the provider agrees that no more than 55% of their total allotted ARPA funding will be used on one-time compensation adjustments.
11. The provider agrees that 20% of their total allotted ARPA funding will be used for equipment and supplies.

I have read, understand, and accept all the above terms and conditions.

## Attestation Email Body -2

- Attestation letter to be electronically signed
- This is only the text of the attestation. The actual email message will be on State of South Dakota Department of Social Services (DSS) letterhead

Additional  
Information &  
Resources

A large white triangle is positioned on a dark blue background, pointing upwards. The triangle's base is at the bottom of the frame, and its apex is at the top center. The text 'Additional Information & Resources' is located in the upper-left corner of the image, partially overlapping the blue background and the white triangle.



# Important Notes & Reminders

---

1. Eligible providers must complete and submit an application, along with the signed Attestation, by 5:00 PM Central Time on Friday, February 25, 2022 to receive the funding.
2. Business owners and providers with multiple TINs must complete one application for each TIN:
  - Each application requires a unique registration and username
  - Returning applicants will use the same username that they used for previous CARES Act grants from the State
  - Applicants who are submitting multiple applications under the same email will receive multiple welcome emails with a different username and should log into the portal for each username. The business information tab will display the TIN the username is associated with.
3. If the applicant's "Business Information" on their application is incorrect, the applicant should contact the Program Helpline at (605) 303 – 8775, or Toll Free at (866) 507 – 8463, or the Program Email at [DSS.GRANTS@state.sd.us](mailto:DSS.GRANTS@state.sd.us). Applicants should be prepared to provide the TIN associated with the application as well as the first name, last name, and email of the authorized representative.
4. Each provider will receive an email on February 9, 2022 that lists their estimated award amount. If that estimated award amount changes after the application period closes, the State will notify providers of the change by email.

# Resources Available

---

## Resources available:

1. Program Helpline: (605) 303 – 8775 or Toll Free at (866) 507 – 8463
  - Open 8AM – 5PM Central, Monday through Friday (2/14/22 - 2/25/22)
2. Email: [DSS.GRANTS@state.sd.us](mailto:DSS.GRANTS@state.sd.us)
3. Program communications: <https://dhs.sd.gov/budgetandfinance.aspx>
  - FAQ: <https://dhs.sd.gov/docs/HCBS%20FAQ.pdf>