



Warren County Board of Developmental Disabilities

Megan K. Manuel, Superintendent

42 Kings Way • Lebanon, OH 45036

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Supporting people with disabilities and their families to achieve what is important to them.

Dear Warren County Provider:

Thank you for your continued effort to provide services and supports to individuals with developmental disabilities in Warren County during this pandemic. We know these are challenging times, and we appreciate the ongoing flexibility and commitment of you and your staff.

We have heard of many approaches being taken by providers to be innovative and thoughtful in appreciating staff. Similarly, we have heard of approaches being used to ensure staff and supervisors continue to be available to deliver services by working long shifts, no days off, overtime, etc.

The Warren County Board of Developmental Disabilities (WCBDD) has funds available that we want to use to reimburse certified providers for "unusual and/or extraordinary costs" related to COVID-19 that are not covered by your Medicaid rate or any Medicaid funding you receive.

Eligible "unusual and/or extraordinary costs" must help to ensure sufficient staffing coverage and continuity of service delivery to individuals with developmental disabilities. Examples of reimbursable items include:

- Additional Personal Protective Equipment (gloves, masks, gowns, thermometers, cleaning supplies, etc.)
- Sanitizing equipment or services
- Plastic dividers
- Additional technology
- Activities for individuals served
- Training Costs
- Meals for those staff working in locations with COVID-19 outbreaks
- Payments made to staff for:
 - Appreciation payments/bonuses, Overtime, or Hourly rate enhancements

Information regarding reimbursements and how to access these funds:

- Reimbursements are available to ICF, HPC, ADS and NMT providers
- Costs are to be incurred between March 1, 2020 – January 15, 2021
- There is no set percentage or amount set for how much providers will receive. The amount of funds paid out will be determined by the number of providers who apply.
- Please complete the request form and vendor packet and attach detailed receipts for costs incurred during the specified period of time and submit to: providerCOVIDreimbursement@warrencountydd.org
- All request forms must be submitted by January 31, 2021.
- WCBDD staff will review all requests submitted and determine the amount to be reimbursed
- The provider will be notified by WCBDD of the approved amount and will need to sign an agreement with WCBDD to release the funds.

Thank you again for all you have done to serve people in Warren County!

Sincerely,

A handwritten signature in blue ink that reads "megan k manuel".

Megan K. Manuel
Superintendent