



MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

Developmental Disabilities Administration (DDA)

Low Intensity Support Services (LISS) Program

Applicant and Family Guide

Fiscal Year 2021

Information in this guide is subject to change at the discretion of the Developmental Disabilities Administration (DDA) to ensure the provision of quality service. This guide does not represent a guarantee or commitment of funding.

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Welcome

The Developmental Disabilities Administration (DDA) thanks you for your interest in its Low Intensity Support Services (LISS) Program. The DDA is committed to supporting children, adults with developmental disabilities and their families. The mission of the DDA is to create a flexible, person-centered, family-oriented system of support for children and adults to have a full, happy, healthy, life and independence while being integrated into their communities across their lifespan.

The DDA's LISS Program serves children living at home with their family and adults with developmental disabilities living in their own home in the community, who are not receiving any support services from the DDA. Below are a few highlights:

- It is flexible to meet the needs of children as they grow and adults as they mature across their lifespan.
- Provides up to \$2000 to assist children and adults with purchasing eligible services and/or items to address their needs.
- Enhances or improves a child or adult's quality of life, promotes independence and community integration.

Using an automated system called the Random Selection, applicants are considered for LISS funding. Because funding is limited, the use of the Random Selection allows the DDA to promote equality and access for everyone. **For reference, the Random Selection process is outlined on page 11 of this guide.**

This guide provides potential and actual applicants with information they need to complete their application. The accessibility of this guide has changed. This guide will not be printed and mailed out to "Selected" applicants unless there is a special request; instead this guide will be located on the LISS Provider's website and the DDA LISS web home page. **Please refer to page 5 "LISS Providers", to obtain the provider's website address.** If you have any questions or need assistance in completing forms, please contact the LISS Provider that services your county. They are happy to assist you!

For more information about the DDA, please visit dda.health.maryland.gov or contact DDA's Regional Office that services the county in which you live. See page six (6) for the listing of the DDA regional offices.



LISS Providers

The LISS Providers who operate this program across the State of Maryland are listed below. When applying to the LISS program, please submit your application and/or documentation to the provider that covers your county.

Penn Mar Human Services

310 Old Freeland Road

Freeland, MD 21053

Toll Free: 1.877.282.8202

TTY: 711; Fax: 410.357.4767

E-mail: LISS@Penn-Mar.org

Website: <http://www.penn-mar.org/liss>

Counties served: Allegany, Anne Arundel, Baltimore City, Baltimore County, Carroll, Frederick, Garrett, Harford, Howard, and Washington

Maryland Community Connection

4401 Nicole Drive

Lanham, MD 20706

Phone: 301.583.8880; Toll Free: 1.877.622.6688

E-mail: LISS@marylandcommunityconnection.org

Website: <https://bit.ly/LISSMCC>

Counties served: Calvert, Charles, Montgomery, Prince George's, St. Mary's, Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester



DDA Regional Offices

Central Maryland Regional Office

Address: DDA - Central Maryland Regional Office, 1401 Severn St., Baltimore, MD 21230

Telephone: (410) 234-8200; TOLL FREE: 1-877-874-2494

TDD: (410)363-9430; FAX: (410)234-8397

Counties served: Anne Arundel, Baltimore City, Baltimore, Harford and Howard

Eastern Shore Regional Office

Address: DDA - Eastern Shore Regional Office, 926 Snow Hill Road, Salisbury, Maryland 21804

Telephone: (410) 572-5920; Toll Free: 1-888-219-0478

TDD Line: 1-800-735-2258; FAX: (410)572-5988

Counties served: Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester

Southern Maryland Regional Office

Address: DDA - Southern Maryland Regional Office,
312 Marshall Ave., 7th Floor, Laurel MD 20707

Telephone: (301) 362-5100; TOLL FREE: 1-888-207-2479

TDD: (301)362-5131; FAX: (301)362-5130

Counties served: Calvert, Charles, Montgomery, Prince George's, and St. Mary's

Western Maryland Regional Office

Address: DDA - Western Maryland Regional Office,
1360 Marshall Street, Hagerstown, Maryland 21740

Telephone: (301) 791-4670; TOLL FREE: 1-888-791-0193

FAX: (301)791-4019; Maryland Relay: 1-800-735-2258

Counties served: Allegany, Carroll, Frederick, Garrett and Washington



Eligibility Criteria

Applicant Eligibility Criteria

Set forth in the Maryland Annotated Code, Health-General Article § 7-717(a) and Code of Maryland Regulations (COMAR) 10.22.14.05.

Please note: If there is a conflict between this guide and COMAR 10.22.14, COMAR 10.22.14 will control whether, you, or the item or service you request, are eligible for LISS Program funding.

- An applicant **may be ELIGIBLE** for LISS funding if he or she meets all of the following criteria:
 1. The applicant is a Maryland resident, providing proof of address within the calendar year and proof of identity.
 2. The applicant has an eligible diagnosis by meeting the criteria set forth in 7-717(a) of the Health-General Article as follows:
 - A. **Is either:**
 - A child or an adult who is living in the home; or
 - An adult who is living in the community; And
 - B. **Has a severe, chronic, disability that:**
 - Is attributable to a physical or mental impairment, other than the sole diagnosis of a mental illness, or to a combination of physical and mental impairments.; and
 - Is likely to continue indefinitely.
 3. The applicant is **not enrolled** in any Maryland Medicaid Home and Community-Based Services Waiver program or **currently receiving** any services funded by the DDA (except Coordination of Community Services (CCS) at the time of the Random Selection process.

Maryland Medicaid Home and Community Based Waiver programs include but are not limited to:

- a. DDA's Community Pathways Waiver
- b. DDA's Community Supports Waiver
- c. DDA's Family Supports Waiver
- d. Medicaid's Community Options Waiver
- e. Maryland State Department of Education's Autism Waiver



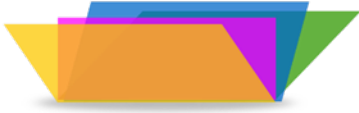
Eligibility Criteria cont'd

The applicant may be on the DDA's Waiting List for its Medicaid Waiver programs and **ONLY** receiving Coordination of Community Services (CCS). However, an applicant is **not required** to be on the DDA Waiting List or to be receiving CCS services.

Please note: This restriction does not apply to applicants enrolled in the Maryland Model Waiver Program or Medicaid's Rare & Expensive Case Management (REM) Program at the time of the Random Selection process.

4. The applicant was selected by the Random Selection process.
5. The applicant has submitted a fully, completed, LISS Program application by the due dates established by the DDA.
6. The applicant did not receive LISS Program funding in Round 1 of the Random Selection process in the same Fiscal Year.

If an applicant does not meet any of the above criteria, then he or she is not eligible for LISS Program funding.



Required Documents to Apply for LISS Program Funding

The following are a list of documents required to be submitted with your application for LISS Program funding to determine whether the applicant meets the applicable eligibility criteria, as described on pages 7 and 8 in this guide. Providing the following documentation does not mean you automatically qualify for LISS Program funding. However, failure to provide the required documentation may result in denial of LISS Program funding.

- 1. Proof of Identity:** The proof of the applicant's identity must contain the applicant's legal first, middle, and last name, without the use of initials or nicknames.

A copy of ONE of the following is acceptable.

- A. Valid social security card issued by the U.S. Social Security Administration;
- B. Legal birth certificate;
- C. Valid passport issued by the U.S. Department of State;
- D. A valid Green Card or Student Visa, issued by the U.S. Citizenship and Immigration Services;
- E. Valid Military identification card issued by the U.S. Department of Defense;
- F. Current driver's license or identification card issued by Maryland.

Please note: Parents and/or legal guardians of the underage applicant who signs the Services Eligibility Application on behalf of the underage applicant, must provide proof of identity. To prove the parent's and/or legal guardian's identity, a copy of ONE of the following is acceptable.

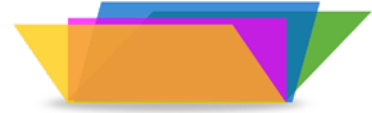
- A. A current driver's license or identification card issued by Maryland
- B. A valid Military identification card issued by the U.S. Department of Defense

- 2. Proof of Maryland Residency:** To qualify for the LISS Program, the applicant must live in the State of Maryland. The following documentation, dated within the last 12 months, is acceptable for proof of residence.

A copy of ONE of the following is acceptable.

- A. A current household utility statement (e.g. Water bill or Gas/Electric bill);
- B. A current lease agreement; or
- C. A mortgage statement or proof of home ownership (e.g. Deed, Title, Bill of Sale, or Statement from Maryland Assessment and Taxation).

Please note: If the applicant, parent and/or legal guardian cannot produce any of the above documents because another individual owns the property in which the applicant resides, then the applicant, parent and/or legal guardian will need a written statement from the owner of the property, as well as one of the above documents in the property owner's name.



Required Documents to Apply for LISS Program Funding cont'd

- 3. Proof of Developmental and/or Intellectual Disability:** The following documentation is acceptable to prove whether the applicant has a qualifying disability. Please submit one of the following:
- A. A statement written by a licensed medical or mental health professional, listing **all** the applicant's diagnoses including the confirmation of the primary diagnosis;
 - B. A finalized Individualized Educational Program (IEP) from the current calendar year that identifies an eligible diagnosis.; or
 - C. A Maryland Department of Health (MDH) or DDA letter identifying the determination of a developmental and/or intellectual disability or support-only status.
- **Please note:** A Learning Disability, Developmental, Global Delay, or ADHD diagnosis, by itself, may not meet program requirements. Documentation submitted to the LISS Provider containing only the above-mentioned diagnosis may require additional supporting documentation.
- 4. Attestation Form:** This is a two-page form that must be sign and dated, upon receipt, and submitted back to the LISS Provider that is processing your LISS Program application. If this entire form is not received or completed per the instructions, then, your LISS Program application packet will be considered incomplete.

Please note: Bank statements or Individual Education Plans (IEP) will no longer be acceptable as verifiable proof of identification or residency.

Random Selection

The LISS Program uses an automated system called the Random Selection to determine which applicants may receive LISS Program funding provided the applicant meets all applicable eligibility criteria and requirements to receive the funding. Because funding is limited, the use of the Random Selection allows the DDA to promote equality and access for everyone. The process steps are as follows: a submission of a Random Selection application, Random Selection, Determination of applicant's eligibility, Services Eligibility Application for eligible items and services.

Steps to LISS Funding:

1. **The Randomization process takes place twice in the fiscal year-once in the summer (July) and once in the winter (November or December).**
 2. For Round 1, an Individual, Family member, Case worker or CCS, can submit a Random Selection Application during "Open Season" which for FY 2021 is May 1, 2020 through June 30, 2020.
Applicants can only submit ONE Random Selection Application to their assigned LISS Provider who covers their county.
 3. For Round 2, an Individual, Family Member, Case Worker or CCS, can submit a Random Selection Application during the current fiscal year which for FY 2021, is July 1, 2020 through November 23, 2020.
Applicants can only submit ONE Random Selection Application to their assigned LISS Provider who covers their county.
- **IMPORTANT:** Please note that if an applicant is not selected in Round 1, their application **will not** be automatically rolled over into Round 2 Randomization process. The applicant will need to **resubmit** a new Random Selection Application for Round 2.
4. Based on the outcome of the Random Selection for each Round, Random Selection Lists are generated for each region. These lists are then distributed to the LISS Providers for notification purposes.
 5. Within twenty (20) business days after the Random Selection, LISS Providers will notify applicants in writing regarding the status of their application.
 6. The written notification of selection will include a letter with instructions on completing the next steps of the process and accessing documents, such as how to access the LISS Applicant and Family Guide. This document provides guidance when selecting services, items or both for LISS Program funding and what documentation must be submitted to receive funding.
 7. Selected applicants for Round 1 or Round 2, must submit their LISS Services Eligibility Application, and required documents for each requested service, to their designated county's assigned LISS Provider by the deadline indicated in the selection notification letter.
- **IMPORTANT:** Please note that LISS Random Selection Application or Services Eligibility Application must be mailed or hand delivered to the LISS Provider. Unfortunately, the LISS Program providers cannot accept applications via email or fax.



LISS Documents Checklist

- Proof of Identity including, if applicable, Parent or Legal Guardian identification (for applicants under the age of 21)
- Proof of Residency
- Proof of Developmental Disability and/or Intellectual Disability
- Completed, Signed and Dated Attestation Form
- LISS Services Eligibility Application
- Invoices, Receipts or Online Printouts for Services

- **Important:** When submitting your Services Eligibility Application and required documents for each eligible service category, you must also submit Proof of Identity (Of the Applicant and if applicable), Parent or Legal Guardian, Proof of Residency and Proof of a Developmental or Intellectual Disability, with your packet.
- **Important:** For any Health or Mental Health Related services eligible for LISS Program funding, the invoices must indicate the license number of the professional who is licensed by the respective State of Maryland Licensing Board.

- Health Insurance Information: Coverage or Non-coverage including Co-pay, (e.g. Explanation of Benefits from health insurance provider, If applicable)
- Professional Letter of Recommendation (If applicable)
- W-9 Form from company/independent contractor (If applicable)

If the above documents are not submitted with your application packet, your application will be delayed as the LISS Provider waits for the required documentation. Your application will be placed with the applications received and /or completed until the date the provider receives the documentation.

If the LISS Provider does not hear back from you after requesting additional information or does not receive the required documents, then your application will be denied.

Services Eligibility Application

Services Eligibility Application is a one-page document that LISS Program applicants and their families are given to apply for funding for eligible services and/or items that are under the DDA's regulations set forth at COMAR 10.22.14. The following information is collected within this application:

- Applicant's Demographic Information and Contact Information
- Service/Item Information
- Reason/Purpose for requests
- Amount of Funding requested
- Applicant Declaration
- Signature of Applicant and/or Representative

This application is required after the applicant has been notified by the LISS Provider that he or she was selected for funding under the Random Selection process. To be approved for LISS Program funding, the applicant and/or parent/legal guardian, must fill out this application in its entirety; listing requested services or items and pricing amounts of each service or item. All required documents which will be explained on the next page of this Guide are to accompany this application.

The requests on the Services Eligibility Application must fall within the current fiscal year which for FY 2021, is July 1, 2020 through June 30, 2021. With the exception of camps, any requests that fall outside of the current fiscal year will not be approved. For camps, requests will be accepted through August 31, 2021 for FY 2021.

The Services Eligibility Application is no longer included in this Guide. Please go to the LISS Provider's website to access this application. Please refer to page 5, "LISS Providers" to obtain the LISS Provider's web address.

LISS Services and Documentation

Below is the list of services and items eligible that may be eligible for LISS funding (in accordance with COMAR 10.22.14), including what documentation is required to process the requests. When completing the Services Eligibility Application please identify the services and/or items that you are requesting.

Please note: If there is a conflict between this guide and COMAR 10.22.14, COMAR 10.22.14 will control whether, you, or the item or service you request, are eligible for LISS Program funding.

- **Important:** The “Required Documents” listed in this section are required for your application for LISS Program funding; to be considered complete. The LISS Provider may request additional documentation if the services/supports or requested items are in question.
- Providing the following documentation does not mean you automatically qualify for LISS Program funding for the service or item you request. However, failure to provide the required documentation may result in denial of LISS Program funding.

A. Adaptive or Specialized Equipment

Adaptive or specialized piece of equipment or product system equipment which enables a child or adult with developmental disabilities to move about freely without restriction. This type of equipment enables a child or adult to live and participate in their communities. **Examples: Adaptive car seat, Adaptive stroller, Adaptive bikes, or Sensory Items.**

Adaptive or Specialized Equipment may include the following:

1. The equipment can be acquired commercially, modified or customized.
2. Aids for daily living and used for self-help activities such as eating, bathing, cooking, dressing, toileting, cleansing of oneself with the aid of wipes and home maintenance.
3. Specialized equipment to modify the individual's or family's automotive vehicle for personal Transportation such as adaptive driving aids, hand controls, wheelchair lifts.

REQUIRED DOCUMENTS

- Company invoice or a copy of online shopping cart, shipping, handling & tax included (required for payment).
- Form W-9 for the business selling the product. The form W-9 is not needed for online vendors like Apple.com or Amazon.com. **If a blank W-9 form is needed, please go to the LISS Provider’s website.**

B. Assistive Technology

Assistive Technology means a type of device which enables an individual to live, learn and function in the community and participate in community activities without restriction.

Examples: Computers, I-pad, headphones, educational software.

Assistive technology may include the following:

1. This type of technology can be acquired commercially, modified or customized.
2. Environmental control units for participants' homes to allow spontaneous or programmed control of household appliances and other home devices.
3. Devices with web-based operating systems, software, and computer accessories that enable participants to function more independently.
4. Training, maintenance and repair of the covered assistive technology device and/or equipment.
5. Augmentative communication and communication-enhancement devices.

REQUIRED DOCUMENTS

- Company invoice or a copy of online shopping cart, shipping, handling & tax included (required for payment).
- Form W-9 for the business selling the product. The form W-9 is not needed for online vendors like Apple.com or Amazon.com. **If a blank W-9 form is needed, please go to the LISS Providers website.**

C. Attendant Care

Attendant Care involves aiding with activities of daily living. A person who is a parent or legally/financially responsible for the LISS applicant cannot be paid by LISS funding to provide this service. An agency or independent contractor may provide this service. If provided by an independent contractor, the contractor must submit timesheets upon approval of the application and the service will be paid as it occurs. Independent contractors are not paid in advance for services.

Examples of activities of daily living:

1. Eating, bathing, cooking, dressing, and toileting
2. Shopping
3. Providing transportation services to medical or mental health appointments
4. Medication management

REQUIRED DOCUMENTS

- Company invoice with applicant's name and date(s) of services.
- If an agency provides attendant care/personal care at their facility, it must provide documents verifying Maryland licensure.
- FORM W-9 for the business selling or providing the service. **If a blank W-9 form is needed, please go to the LISS Providers website.**
- Penn-Mar Human Services requires an Independent Contractor Agreement to be completed if utilizing an Independent Contractor. **A blank form is available on Penn-Mar's Website.**

D. Behavior Support Services

Behavior Support Services (BSS) assist individuals with challenging behaviors to acquire skills to integrate and participate in the community. A person who is a parent or legally/financially responsible for the LISS applicant cannot be paid by LISS funding to provide this service.

BSS services must be provided by a licensed Psychologist, Psychology Associate under the supervision of a licensed Psychologist, licensed Physician, Licensed, Certified Social Worker, Licensed or Certified professional Counselor, who shall have training and experience in applied behavior analysis. (DDA Regulation: COMAR 10.22.10.05.) Behavior Support Services (BSS) include, but are not limited to, assessments, behavioral intervention, and monitoring.

- **Please note:** Behavior Support Services does not include Applied Behavior Analysis (ABA) therapy. For ABA therapy requests, please see "Therapeutic Services".

REQUIRED DOCUMENTS

- Company invoice with applicant's name and dates of services, license number of the professional licensed by the respective Maryland Licensing Board.
- FORM W-9 for the business offering the service. **If a blank W-9 form is needed, please go to the LISS Providers website.**

E. Camp

Camp is defined in COMAR 10.22.14 as an entity that operates on private property, or private facilities, whether leased or owned. It provides primarily recreational activities or has a substantial recreational component. Types of camps that are covered under the LISS regulations are:

1. **Day Camps:** Camps that are conducted during day hours during the winter or summer. Day Camps must be licensed or certified by the State in which the camp is located. Camp license or certification must come from one of the entities listed below. If the camp is in the summer only, LISS funding can be made available to pay for services that go until August 31, 2021.
 - Accredited by Maryland or Out of State Department of Education
 - Accredited by the American Camping Association
 - Approved by the Maryland Developmental Disabilities Administration or the State Government entity where the camp is located.
2. **Overnight Camps:** Camps that are conducted overnight during the winter or summer. Overnight camps must be licensed or certified by the State in which the camp is located. Camp license or certification must come from one of the entities listed below. If the camp is in the summer only, LISS funding can be made available to pay for services that go until August 31, 2021.
 - Accredited by the Maryland or Out of State Department of Education
 - Accredited by the American Camping Association
 - Approved by the Maryland Developmental Disabilities Administration or the State Government entity where the camp is located.
3. **Therapeutic Summer programs** are a set of services designed to provide medical, behavioral or psychological therapies, such as speech, applied behavior analysis and occupational, through a variety of activities in a safe environment. Therapeutic summer programs are offered under the licensure of a medical or mental health professional and provided by clinical staff with clinical oversight.

REQUIRED DOCUMENTS

- For Camps, the company invoice must indicate a license or certification number showing that the camp has one of the following certifications listed above. **Please contact the LISS Provider if the camp has not made a registration form available.**
- For Therapeutic Summer Programs, the company invoice must indicate a license number on the invoice or registration form must be indicated, verifying the services are to be provided by a professional licensed by the respective Maryland Health Occupations Licensing Board.
- Dates of service for Camps or Therapeutic Summer Programs must occur, which for FY 2021, from July 1, 2020 through August 31, 2021.
- FORM W-9 for the business providing the service. **If a blank W-9 form is needed, please go to the LISS Providers website.**
- A Letter of Recommendation from a Maryland Licensed Professional. **If a blank Letter of Recommendations is needed, please go to the LISS Providers website.**

Important: Non-Therapeutic programs are services that focus on community integrated activities such as dance, karate, or swimming and are operated throughout the year which includes the summer months. These services would be covered as an eligible LISS service under the Community Integration-Non-

Therapeutic Service category. Please see Community Integration service category below for the required documents needed. Non-Therapeutic programs must occur within the fiscal year, which for FY 2021, is July 1, 2020 to June 30, 2021.

F. Childcare

The care or supervision of an individual under age 21 with a disability, by a licensed provider, received during specific times of the day to supplement the care provided by the child's parents or legal guardians. A person who is a parent or legally/financially responsible for the LISS applicant cannot be paid by LISS funding to provide this service.

REQUIRED DOCUMENTS

- Company invoice with applicant's name and date(s) of service, license number on the invoice of the person or business licensed or registered with the Maryland State Department of Education.
- FORM W-9 for the person or business providing the service. **If a blank W-9 form is needed, please go to the LISS Providers website.**

G. Clothing

Garments that increase independence by simplifying self-dressing and offering solutions to meet a variety of physical challenges. Clothing requests must be adaptive to be approved.

Clothing items may include the following:

1. Soft, tag less, or seamless clothing for sensory sensitivity
2. Open back, side-zip, cut away, items with Velcro, snap, zipping or magnet closures
3. Adaptive footwear
4. Adaptive clothing for people using wheelchairs

REQUIRED DOCUMENTS

- Company invoice or a copy of online shopping cart, shipping, handling & tax included (required for payment) and date (s) of service.
- FORM W-9 for the business selling the product. **If a blank W-9 form is needed, please go to the LISS Providers website.**
- Letter of Recommendation by a licensed professional. **If a blank Letter of Recommendation is needed, please go to the LISS Providers website.**

H. Community Integration Including Recreation Programs (Non-Therapeutic)

These services promote and increase community involvement. A person who is a parent or legally/financially responsible for the LISS applicant cannot be paid by LISS funding to provide this service.

Community Integration may include the following:

1. Leisure activities include, but are not limited to, the following:
 - A. Recreational membership, within the current fiscal year, for the applicant +1 (parent, guardian, spouse, or support person), when applicable;
 - B. Art/Music Lessons
 - C. Karate Lessons
 - D. Swimming Lessons
 - E. Therapeutic horseback riding (not hippo-therapy**)

- **Please note:** Therapeutic horseback riding is defined as adapted recreational horseback riding lessons for individuals with disabilities; it is not the same as Hippo-therapy.

2. Driving lessons
3. Training in navigation of individual's community
4. Mentoring

REQUIRED DOCUMENTS

- Company invoice or completed non-therapeutic program registration form with applicant's name and date(s) of service occurring, which for FY 2021, July 1, 2020 to June 30, 2021.
- FORM W-9 for the business selling the service. **If a blank W-9 form is needed, please go to the LISS Providers website.**
- Penn-Mar Human Services requires an Independent Contractor Agreement to be completed if utilizing an Independent Contractor. **A blank form is available on Penn-Mar's Website.**

I. Health Related Services & Items

Health-Related Services and Items requested must be recognized by a respective healthcare professional who licensed by the State of Maryland's licensing board and must be recognized and/ or approved by a governing authority, i.e. US Food and Drug Administration. This service category requires a completed and signed Letter of Recommendation form. This form must be completed and signed by the licensed healthcare professional who has given the recommendation. State license number of the healthcare professional to practice, must be indicated on the form.

LISS funding cannot purchase services or items that are:

1. Covered by an existing health plan
2. Constitute or are a part of experimental or prohibited treatments.

Health-Related Services and Items may include the following:

1. Dietician and nutritionist counseling
2. Feeding programs
3. Protective undergarments (diapers and under pads)
4. Disposable gloves
5. Catheters
6. Dental exams, treatments and orthodontia (such as braces and retainers)
7. Vision exams, treatment and eyeglasses

REQUIRED DOCUMENTS

- Company invoice with applicant's name and date(s) of service, license number of the professional licensed by the respective Maryland Licensing Board.
- FORM W-9 for the business providing the service. **If a blank W-9 form is needed, please go to the LISS Providers website.**
- Proof of coverage or non-coverage from health insurance, including co-pay info (For example: An Explanation of Benefits, Denial Letter, or Coverage Summary).
- If the applicant is uninsured (without medical, dental, or vision insurance) a written statement from the licensed provider can be submitted as proof of the applicant's uninsured status.
- A letter of recommendation by a licensed professional. **If a blank Letter of Recommendation is needed, please go to the LISS Providers website.**

- **Please note:** For insurance purposes, if you are choosing to use a provider that is out-of-network, LISS may not fund the requested service or item.

J. Home Modification/Barrier Removal

This refers to the modification or removal of obstructive environments and/or items in order to promote independence, privacy, or safety for the child or adult with developmental disabilities. A person who is a parent or legally/financially responsible for the LISS applicant cannot be paid by LISS funding to provide this service. Home modification and barrier removal must be provided by a Maryland licensed contractor.

► **IMPORTANT:** The applicant or the applicant's family must own the property requiring modification.

Home Modification/Barrier Removal may include the following:

1. Widening of doorways
2. Installation of grab bars or railing
3. Specialized plumbing or electrical work
4. Fencing for a yard to prevent wandering
5. Installation of locks or buzzers to notify and prevent wandering
6. Modification of bathroom or kitchen facilities to make them physically accessible. (Ref: COMAR 10.22.14.03.)
7. Modification of an existing structure that extends from the home which has no roof or is considered a paved area situated directly on the ground. (Ref: COMAR 10.22.14.03b-ix)

Home Modification/Barrier Removal may not include the following:

1. Major structural components such as adding additional rooms to the home which adds square footage to the home.

REQUIRED DOCUMENTS

- Company invoice with applicant's name, address, and date(s) of service, license number on the invoice of the person or business is authorized to operate in the State of Maryland.
- FORM W-9 for the business providing the service. **If a blank W-9 form is needed, please go to the LISS Providers website.**
- Proof of home ownership (Deed, Title, Bill of Sale, or Statement from MD Assessment and Taxation)

K. Identification Services (Reimbursement Only)

These services include costs for obtaining Maryland State Identification Card, fingerprinting for a job, and identification bracelets or cards.

REQUIRED DOCUMENTS

- Company invoice with the applicant's name or copy of online shopping cart with shipping, handling & tax included and date(s) of service.

L. Respite (in-home and via agency)

Respite provides a break to both the child and/or adult with developmental disabilities and the caregiver from daily routines and responsibilities. It is short term and can take place in or outside of the home. Respite can be planned and/or provided during emergency situations. A person who is a parent or legally/financially responsible for the LISS applicant cannot be paid by LISS funding to provide this service. An agency or an independent contractor may provide this service.

► **IMPORTANT:** When a family chooses an individual to provide respite services, the individual

will be an independent contractor of the family and not an employee of the LISS Provider. The family is responsible for establishing the independent contractor relationship with the individual. LISS Providers are only responsible for disbursing LISS funding and are not accountable or responsible for paying un-employment insurance or worker's compensation.

If respite services are being provided by an independent contractor, the independent contractor shall submit timesheets indicating hours worked at the agreed upon rate to the applicant and his or her family for review. The applicant and his or her family will then submit the documented timesheets to the LISS Provider upon application's approval. The LISS Provider will pay the service as it occurs. The LISS program cannot approve more than 45 days or 1080 hours of respite in a fiscal year.

REQUIRED DOCUMENTS

- Company or Independent Contractor's estimate with applicant's name and date(s) of service; if an agency is to provide respite care at their facility, information such as a license number on the invoice, is required to verify the agency is licensed in the State of Maryland.
- FORM W-9 for the business providing the service. **If a blank W-9 form is needed, please go to the LISS Providers website.**
- Penn-Mar Human Services requires an Independent Contractor Agreement to be completed if utilizing an Independent Contractor. **A blank form is available on Penn-Mar's Website.**

M. Therapeutic Services & Items

Therapeutic Services and Items include a broad range of treatments such as Speech, Occupational, Physical, Behavioral, Art, Hippo-Therapy, and Individual and Family Therapy, intended to improve, increase, or maintain an individual's well-being. A person who is a parent or legally/financially responsible for the LISS applicant cannot be paid by LISS funding to provide this service. This service category requires a completed and signed Letter of Recommendation form. This form must be completed and signed by the mental health professional who is licensed by the State licensing board and has given the recommendation for this service/support request.

▶ **IMPORTANT:** LISS funding cannot purchase services or items covered by an existing health plan or experimental or prohibited treatments. If you are choosing to use a provider that is out-of-network for your insurance, LISS may not fund the requested service.

▶ **IMPORTANT:** Therapeutic horseback riding is defined as adapted recreational horseback riding lessons for individuals with disabilities; it is not the same as Hippo-therapy.

Therapeutic Services & Items may include the following:

1. Speech, Occupational, Physical, Behavioral, Art and Hippo-Therapy, Individual and Family Therapy, Applied Behavioral Analysis (ABA) Therapy and items related to non-experimental and permitted therapies.
2. Music Therapy: Music Therapy is the clinical and evidence-based use of music interventions to accomplish individualized goals within a therapeutic relationship by a credentialed professional who has completed an approved music therapy program.

REQUIRED DOCUMENTS

- Company invoice with applicant's name and date(s) of service, license number on the invoice of the professional licensed by the respective Maryland Licensing Board.
- For Music Therapy requests: company invoice with applicant's name and date(s) of service,

certification number on the invoice of the Music Therapist – Board Certified (MT-BC) by the certification board for Music Therapists.

- FORM W-9 for the business providing the service. **If a blank W-9 form is needed, please go to the LISS Providers website.**
- Proof of coverage or non-coverage from health insurance, including co-pay info (For example: An Explanation of Benefits, Denial Letter, or Coverage Summary). **This is not required for Music Therapy service requests.**
- Letter of recommendation by a licensed professional. **If a blank Letter of Recommendation is needed, please go to the LISS Providers website.**

N. Training and Support

Training and Supports means activities related to self-advocacy that are not provided by a parent, guardian, or someone legally/financially for the LISS applicant.

Training and Support services may include the following:

1. Conference fees (the cost to register, enroll, or sign up; does not include food, lodging, or travel costs).
2. IEP Advocacy Training for Parents and Students
3. Pre-vocational Training (résumé writing, interview, and employment skills)
4. Job Placement and Training

REQUIRED DOCUMENTS

- Company invoice with applicant's name and date(s) of service.
- FORM W-9 for the business providing the service. **If a blank W-9 form is needed, please go to the LISS Providers website.**
- Penn-Mar Human Services requires an Independent Contractor Agreement to be completed if utilizing an Independent Contractor. **A blank form is available on Penn-Mar's Website.**

O. Transportation

Transportation services means the travel services used to assist an applicant to access and navigate the community. A person who is a parent or legally/financially responsible for the LISS applicant cannot be paid by LISS funding to provide this service.

Transportation services may include the following:

1. Metro Access, Taxi Vouchers, Uber, and Lyft.
2. The hiring of a company or person to provide transportation.
3. Wheelchair or Scooter Loaders

REQUIRED DOCUMENTS

- Company invoice with applicant's name and date(s) of service
- FORM W-9 for the business providing the service. **If a blank W-9 form is needed, please go to the LISS Providers website.**
- Penn-Mar Human Services requires an Independent Contractor Agreement to be completed if utilizing an Independent Contractor. **A blank form is available on Penn-Mar's Website.**

➤ **Please note:** Ride sharing services such as Uber and Lyft are reimbursable services only.

P. Tuition

Tuition means a financial obligation for educational services provided by an academic institution, technical/trade school or agency. A person who is a parent or legally/financially responsible

for the LISS applicant cannot be paid by LISS funding to provide this service.

Tuition services may include the following:

1. Post-secondary academic courses
2. Vocational or Job training
3. Community College or Technical School

REQUIRED DOCUMENTS

- Company or independent contractor's invoice with the applicant's name and date(s) of service.
- FORM W-9 for the business providing the service. **If a blank W-9 form is needed, please go to the LISS Providers website.**

Q. Tutoring

Tutoring means educational services that provide assistive learning skills and abilities to enhance a child or adult with developmental disabilities overall capabilities. A person who is a parent or legally/financially for the LISS applicant cannot be paid by LISS funding to provide this service.

Tutoring services may include the following:

1. Academic Tutoring
2. Vocational Tutoring
3. Tutoring for Testing Purposes

REQUIRED DOCUMENTS

- Company or Independent Contractor's invoice with applicant's name and date(s) of service.
- FORM W-9 for the business providing the service. **If a blank W-9 form is needed, please go to the LISS Providers website.**
- Penn-Mar Human Services requires an Independent Contractor Agreement to be completed if utilizing an Independent Contractor. **A blank form is available on Penn-Mar's Website.**



Reimbursement

Reimbursement, using LISS Program funding, is only available for purchased, eligible services or items received within the current fiscal year, which for FY 2021, is July 1, 2020 to June 30, 2021.

The only exception is Camps and Therapeutic Summer Programs which may take place for FY 2021, from July 1, 2020 to August 31, 2021. Please see page 15-17 for information on Camps and page 20 for information on Therapeutic Programs. For Non-Therapeutic Programs, please see page 17.

The request for Reimbursement should be indicated on the Services Eligibility Application under the service/item request column and should be labeled “Reimbursement and name of service category”. For example, Reimbursement-Adaptive Equipment.

Please refer to the section “LISS Services and Documentation” pages 14-22 to determine the documentation required for each service/item to be submitted for reimbursement consideration.

REQUIRED DOCUMENTS:

Proof of payment:

- 1) If the proof of payment is from the parent, family member or legal guardian, then the document must show the payment was completed. The proof of payment should be a paid, bank check drawn from a person’s personal bank account, credit card statement or bank statement.
- 2) If the proof of payment is from a vendor or service provider, the invoice must show the payment amount and type of payment (Personal Bank Check or Credit Card), was completed by the applicant, parent, family member, or legal guardian. Dates of service must be indicated on the paid invoice or paid receipt from the vendor or service provider.
- 3) Form W-9 for the person being reimbursed. Penn-Mar Human Services is a federally funded organization and is, therefore, required to verify anyone who we pay against the Office of Inspector General Exclusion Database. This form is not being used to report income to the IRS.

Ineligible Services and Items

In accordance to COMAR 10.22.14.08D-(1)-(3), the LISS Program excludes the following services and items from being paid for by LISS Program’s funding.

1. All experimental or prohibited treatments by the Health Occupations Licensing Boards and the Federal Drug Administration are excluded services.
2. The program does not provide funding for or otherwise cover the following:
 - A. Housing adaptations or improvements to an individual’s home that adds to the home’s total square footage;
 - B. Adaptations or modifications that restrict an individual’s movement or jeopardize the individual’s welfare;
 - C. Cash;
 - D. Case management;
 - E. Gift cards;
 - F. Housing assistance, including eviction assistance, utility disconnection and deposits
 - G. Presents;
 - H. Toys, except for therapeutic purposes;
 - I. Vacations; or
 - J. Vehicles, vehicle gas, tires, registration, or violations such as tickets and fines.

► **Please note:** Neither DDA nor LISS Providers cannot directly purchase items from a vendor that requires a membership. This includes Costco, Sam’s Club, and B.J.’s.

Glossary

(Please refer to this glossary if you need clarification on the terms used in this guide.)

Applicant: An individual who has submitted a LISS Random Selection application to a LISS Provider for LISS funding.

Approval: The application was selected, reviewed, and met the criteria for eligibility to receive funding for the requested service or item.

Completed Registration Form: A completed form to register for camp or class or other time limited events or sessions. The form must specify the event, the applicant's name, dates of service and the cost.

Denial: The application was not approved for LISS funding.

Estimate or Quote: An approximation of the cost of a program, project, or operation that includes the name and address of the business, dates of service, and the cost from a vendor or independent contractor.

Family: A "Family Member" who resides with the eligible individual and can be any of the following:

- (a) Spouse;
- (b) Biological, adoptive, or foster parent;
- (c) Guardian;
- (d) Sibling;
- (e) Grandparent; or
- (f) Other related next of kin.

Fiscal Year: The DDA operates on a fiscal year calendar that runs from July 1 through June 30th of every calendar year, fiscal year 2021, starts July 1, 2020 and continues through June 30, 2021. LISS Program follows this fiscal year calendar.

Form W-9: The IRS form used to verify a business or person's name, address and taxpayer identification number.

Independent Contractor: An independent contractor is a person contracted by the applicant or family to provide a specific, time-limited service to the applicant. Independent contractors are not paid in advance for services by the LISS Program.

Invoice: A document that contains the name and address of the business that includes the service or item, the applicant's name, anticipated dates of service, and the cost.

Letter of Recommendation: The document completed by a Maryland licensed professional recommending a specific medical and health related service, prescription drugs, therapies, or item. A blank form is located on the LISS Provider's website.

LISS Provider: An entity contracted by the DDA to review selected applicant's requests for and to disburse LISS Program funding in accordance with applicable requirements.

Not Selected: The Random Selection did not choose an applicant's application for further review.

Online Shopping Cart: An Internet printing listing that identifies the items chosen for purchase from a specific website. The printout must contain the final cost including tax, shipping and handling fees.

Random Selection: The electronic system that randomly selects applicants for possible funding.

Reimbursement: The dollar amount provided to the applicant that he or she spent out of pocket to pay for an eligible service and/or item.

Selected: The Random Selection chooses an applicant's application for further review. Selection does not mean the applicant is approved.

Services Eligibility Application: The application is used to identify the services and items requested. The applicant or his or her family must submit this application by the date identified on the applicant's selected letter. A blank form is located on the LISS Provider's website.

Timesheets: When requesting Respite and/or Attendant Care, this form is required to remit payment. This form is supplied by the LISS Provider if the service is approved. It must be completed by the independent contractor. It must include the rate of pay (such as hourly or daily) and the total number of hours or days being requested.

For example: 40 days at \$50/day = \$2,000 or 100 hours at \$12/hour = \$1200.

Vendor or Service Provider: An individual or entity which provides the service or item. Costs must be responsible and customary.