



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Secretary

**Maryland Developmental Disabilities Administration (DDA)
Low Intensity Support Services (LISS) Program
Applicant and Family Guide
Fiscal Year 2022**

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 and/or intellectual 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 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 and /or intellectual disabilities living in their own home in the community, who are not receiving any supports or services from the DDA.

Below are highlights of what the LISS Program offers:

- 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.

To promote equality and access to those with an eligible developmental and/or intellectual disability, the LISS Program utilizes an automated system called Random Selection. Because funding is limited; the use of the Random Selection allows all applicants to be considered for possible LISS Program funding. **For reference, the Random Selection process is outlined on page 12-13 of this guide.**

The LISS Program has a two-part application process to apply for possible LISS Program funding. The first application is the Random Selection and the second application is the Services Eligibility. Both applications are required to apply to this program.

Please note: In September 2020, the LISS Program established access links to the electronic Random Selection Application. This online access was implemented in Fiscal Year 2021 Round 2.

The access links to the electronic Random Selection Application are located on the Maryland Developmental Disabilities Administration's website in two locations: the DDA web homepage and the LISS Program home page. This access link will only be available during each Round and will close to the public after each Round.

Important note: Hard copy Random Selection Applications are no longer being accepted. All submissions must be done online.

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Important note: The DDA LISS Program requires that both the Random Selection Application and the Service Eligibility Application be completed **only** by the applicant (or their parent, if the applicant is under 21, or their legal guardian, as applicable). It is the **responsibility** of the applicant and/or parent or legal guardian to **complete and submit** each application and all required supporting documentation to the LISS Program Contractors. **For reference, both applications are discussed on pages 12-15 of this guide. Please see “Definitions” section concerning the meaning of “LISS Program Contractors”.**

An Individual applicant may seek assistance to complete the Random Selection Application and the Services Eligibility Application on their behalf as follows:

- (1) If the individual applicant is under the age of 21 (but does not have a court-ordered legal guardian), then a natural or adoptive parent must complete the application;
- (2) If the individual applicant has a court-ordered legal guardian (regardless of the applicant’s age), then the legal guardian must complete the application; and
- (3) If the individual applicant is over the age of 21, does not have a legal guardian, and only requires physical assistance in completing the application, then a parent, relative, friend, or case manager or social worker may provide assistance under the individual applicant’s direction.

A Vendor may not complete the Random Selection Application and Services Eligibility Application on behalf of an applicant but can provide assistance to the applicant with completing the application. Please see the “Definitions” section concerning the meaning of “Vendor” on page 31.

This Applicant and Family Guide is an instructional tool that provides potential and actual applicants with information they need to complete their application. It is critical that this guide be reviewed in its entirety. **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 6 “LISS Program Contractors”, to obtain the website addresses.**

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 (7)** for the listing of the DDA regional offices.

Please note: The section called “LISS Services and Documentation” has been reformatted in an effort to be more streamlined.

If you have any questions or need assistance in completing forms, please contact the LISS Program Contractor that services your county. They are happy to assist you!

LISS PROGRAM CONTRACTORS

The LISS Program Contractors who operate this program across the State of Maryland are listed below. **When applying to the LISS program, your online random selection application will be forwarded to one of the below LISS Program Contractors who 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/liiss>

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



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.

Important 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. **At the time of Random Selection**, 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)).

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

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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.

Important 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 LISS Program.
6. The applicant did not receive LISS Program funding in Round 1 of the Random Selection process in the same Fiscal Year.

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



TO APPLY FOR LISS PROGRAM FUNDING-REQUIRED DOCUMENTS

The following are a list of required documents to be submitted with your Services Eligibility Application packet. These documents are needed to determine whether the applicant meets the applicable eligibility criteria. 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.

Important note: Parents or legal guardians of the **underage (21 and under) applicant** who signs the Services Eligibility Application on behalf of the **underage (21 and under) applicant**, must provide proof of identity.

A copy of ONE of the following is acceptable for the parent or legal guardian to submit:

- 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).

Important note: If the applicant, parent 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 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.

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

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 Maryland licensed medical/mental health professional, listing **all** the applicant's diagnoses including the confirmation of an **eligible** developmental and/or intellectual disability. If the letter is unclear as to what is the actual primary disability, the LISS Provider will request an evaluation completed by a Maryland licensed medical/mental health professional within the last 3 years.
- B. An approved Individualized Educational Program (IEP) within the last 3 years that identifies an eligible diagnosis.
- C. A Maryland Department of Health (MDH)-Developmental Disabilities Administration (DDA) Eligibility Determination letter of an eligible developmental and/or intellectual disability or support-only status.

► **Important note:** A Learning Disability, Developmental or Global Delay, or ADHD diagnosis, **by itself, may not** meet program requirements. **Additional** documentation will be requested by the LISS Provider upon discovery of the above-mentioned diagnoses.

4. Attestation Form: This is a two-page form that must be signed 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.

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 funding. Because funding is limited, the use of the Random Selection allows the DDA to promote equality and access for everyone.

The access link to the electronic Random Selection Application will be located on the Maryland Developmental Disabilities Administration's website in two locations: the DDA web homepage and the LISS Program home page. This access link will only be available during each Round and will close to the public after each Round.

Please note: In September 2020, the LISS Program established access links to an electronic Random Selection Application. This online access was implemented in Fiscal Year 2021 Round 2.

Important note: Hard copy Random Selection Applications will no longer be accepted. All submissions must be done online.

Important note: The DDA LISS Program requires that both the Random Selection Application and the Service Eligibility Application be completed **only** by the applicant (or their parent, if the applicant is under 21, or their legal guardian, as applicable). It is the responsibility of the applicant and/or parent or legal guardian to complete and submit each application and all required supporting documentation to the LISS Program Contractors.

An individual applicant may seek assistance to complete the Random Selection Application and the Services Eligibility Application on their behalf as follows:

- (1) If the individual applicant is under the age of 21 (but does not have a court-ordered legal guardian), then a natural or adoptive parent must complete the application;
- (2) If the individual applicant has a court-ordered legal guardian (regardless of the applicant's age), then the legal guardian must complete the application; and
- (3) If the individual applicant is over the age of 21, does not have a legal guardian, and only requires physical assistance in completing the application, then a parent, relative, friend, or case manager or social worker may provide assistance under the individual applicant's direction.

A Vendor may not complete the Random Selection Application and Services Eligibility Application on behalf of an applicant but can provide assistance to the applicant with completing the application. **Please see the "Definition" section concerning the meaning of Vendor on page 31.**

Steps to LISS Program Funding:

1. The Randomization process takes place twice in the fiscal year—once in the summer (July) and once in the winter (December).
 - A. For Round 1, applicants and/or parent or legal guardians can only submit ONE electronic Random Selection Application through the DDA web portal. This submission will then be assigned to the LISS Program Contractor who covers the applicant's county.

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FY 2022- Round 1

- 1) The online access link will open on May 1, 2021.
- 2) The online access link will close on June 30, 2021.
- 3) Random Selection will take place on July 15, 2021.

IMPORTANT NOTE: For FY 2022, the “Round 2” submission dates have changed from July 1st to July 16th .

- B. For Round 2, Applicants and/or parent or legal guardians can only submit ONE electronic Random Selection Application through the DDA web portal. This submission will then be assigned to the LISS Program Contractor who covers the applicant’s county.

FY 2022-Round 2

- 1) The online access link will open on July 16, 2021.
- 2) The online access link will close on November 30, 2021.
- 3) Random Selection will take place on December 15, 2021.

► **IMPORTANT:** 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 **submit** a new Random Selection Application during “**Open Season**” for Round 2 via the online public Random Selection Application access link. **Please see the schedule above for Round 2.**

2. 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.
3. Within **twenty (20) business days** after Random Selection has occurred, LISS Providers will notify applicants in writing regarding the status of their application.
4. The written notification of selection will include instructions on next steps of the process and accessing the LISS Applicant and Family Guide and other pertinent documents. The written notification will also include a **deadline date** to submit the Services Eligibility Application and supporting documentation.

SERVICES ELIGIBILITY APPLICATION

Services Eligibility Application is a one-page document that LISS Program applicants, parent or legal guardians are given to apply for possible LISS Program 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 Program Contractor that he or she was selected for consideration under the Random Selection process. To be approved for LISS Program funding, the applicant and/or parent or 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 to support the requested services or items for purchase which will be explained on the next page of this guide, are to accompany this application.

Important note: The DDA LISS Program requires that both the Random Selection Application and the Service Eligibility Application be completed **only** by the applicant (or their parent, if the applicant is under 21, or their legal guardian, as applicable). It is the responsibility of the applicant and/or parent or legal guardian to complete and submit each application and all required supporting documentation to the LISS Program Contractors.

An individual applicant may seek assistance to complete the Random Selection Application and the Services Eligibility Application on their behalf as follows:

- (1) If the individual applicant is under the age of 21 (but does not have a court-ordered legal guardian), then a natural or adoptive parent must complete the application;
- (2) If the individual applicant has a court-ordered legal guardian (regardless of the applicant's age), then the legal guardian must complete the application; and
- (3) If the individual applicant is over the age of 21, does not have a legal guardian, and only requires physical assistance in completing the application, then a parent, relative, friend, or case manager or social worker may provide assistance under the individual applicant's direction.

A Vendor **may not** complete the Random Selection Application and Services Eligibility Application **on behalf** of an applicant but can provide assistance to the applicant with completing the application. **Please see the "Definition" section concerning the meaning of Vendor on page 31.**

Important note: For any requests to **change the original** requests of services, supports or items to be purchased indicated on the **original Services Eligibility Application**, the LISS Program **requires** that you contact the LISS Program Contractor about submitting a change request. If approved, a **new Services Eligibility Application** and **new supporting documentation** can be submitted for consideration. The original amount requested cannot be increased by adding a new request for new services, supports or items to be purchased, indicated in the new Services Eligibility Application.

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The requests on the Services Eligibility Application must fall within the current fiscal year which for **Fiscal Year 2022, is July 1, 2021 through June 30, 2022**. Except for camps, any requests that fall outside of the current fiscal year **will not** be approved. **For camps, requests will be accepted through August 31, 2022**.

The Services Eligibility Application is no longer included in this guide. Please go to the LISS Program Contractor’s website to access this application. **Please refer to page 6, “LISS Program Contractors”** to obtain the web addresses.

Services Eligibility Application Packet 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
 - Attestation Form: completed, signed and dated
 - LISS Program 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)
 - **Important:** The Letter of Recommendation form must be completed and signed by a Maryland licensed Professional in the medical/mental health field. All LISS eligible health, mental health or specialized item service categories requested, **i.e. prescription drugs, therapies, must be recognized and/ or approved by a governing authority, i.e. U.S. Food and Drug Administration.** The completer of this form must be the Maryland licensed medical/mental health that recommends the eligible LISS service, support or specialized item. This form **must not** be completed, signed or dated by the applicant/parent or legal guardian. Incomplete or missing information may result in a denial of funding for the LISS eligible service, support or item.
- W-9 Form from the Vendor (If applicable)
 - If the above documents are not submitted with your application packet, your application will be delayed as the LISS Program Contractor 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 Program Contractor does not hear back from you after requesting additional information or does not receive the required documents, then your application will be denied.

CANCELLATIONS AND RETURNS PROCESS

Cancellations:

If a requested service, approved and paid by State funding, is cancelled, the applicant and/or parent or legal guardian is responsible for notifying the LISS Program Contractor. The LISS Program Contractor will need to know when the service started and when it ended. The Service Provider or Vendor will be notified and arrangements made to recoup payments sent to provide the service to the LISS Program applicant.

Please be aware that this process will take time to complete and the payments originally made to the Service Provider or Vendor will not be readily available to be used for another service or item purchase until the payment has been returned and processed.

Returns:

The LISS Program has established a “**Return Item**” procedure for eligible LISS Program items requested to be purchased and paid with State LISS Program funding. The procedure is as follows:

If an item(s) requested, approved, paid and purchased within the current fiscal year, is found to be defective, the item is the wrong color or size, not as described in the online store website etc., and needs to be returned. The LISS Program applicant or parent or legal guardian must:

- 1) Notify the LISS Program Contractor upon discovering the defect or issue with the item.
- 2) The LISS Program applicant and/or parent or legal guardian will be asked to submit a picture of the item(s) with the defect via email to the LISS Program Contractor.
- 3) Upon review, the LISS Program Contractor will contact the LISS Program applicant and/or parent or legal guardian to discuss options to return the item(s). The applicant and/or parent or legal guardian will be responsible for returning the item(s) back to the online vendor for proper credit back to the LISS Program.
- 4) The LISS Program Return Item process will follow the Vendor/Seller Return Policy. Restocking fees are not the responsibility of the LISS Program. The restocking fee will be subtracted from the LISS Program award.

The LISS Program applicant and/or parent or legal guardian **is not to return** any item(s) purchased with State funding, back to a physical store for a refund but must contact the LISS Program Contractor to make arrangements to have the item(s) returned. All refunds must be returned back to the LISS Program and not the LISS Program applicant and/or parent or legal guardian.

For reference, please review both pages of the two-page Attestation Form agreement which all LISS Program applicants and/or parent or legal guardians are required to complete, sign and date. The second agreement states the following:

“Any LISS funding that I am awarded will only be used for covered services, as provided in COMAR 10.22.14.07, and not for an impermissible use or purpose, as provided in COMAR 10.22.14.08.
<http://www.dsd.state.md.us/COMAR>.”

LISS PROGRAM SERVICES, SUPPORTS OR ITEMS FOR PURCHASE **LIST OF REQUIRED DOCUMENTATION**

Below is the list of eligible services, supports and/or items for purchase that may be considered for LISS Program 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.

Important 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 note: The “Required Documents” must accompany your Services Eligibility Application to be considered complete. Each service category listed in this section has the same or different “Required Documents”.

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 for consideration for LISS Program funding. The LISS Program Contractor may request additional documentation if the services/supports or requested items are in question.

A. Adapted Items (Aids and/ or Devices, Specialized Equipment, Clothing) Category

I. Adapted Items: Aids and/or Devices

Are daily living aids and/or devices that have been modified or tailored to provide assistance to the individual with a developmental and/ or intellectual disability while functioning in the home and/or community. Adapted items enhance an individual’s environment, daily living, mobility or recreational activities.

Adapted items may include the following:

- Aids for daily living or improving the individual’s environment.
- Aids for self-help activities such as eating, bathing, cooking, dressing, toileting, cleansing of oneself with the aid of wipes and home maintenance.
- Sensory Items

II. Adapted: Specialized Equipment

Adapted: Specialized Equipment must be modified or tailored to provide assistance to the individual with a developmental and/ or intellectual disability while functioning in the home and/or community. Adapted items enhance an individual’s environment, daily living, mobility or recreational activities.

Adapted: Specialized Equipment may include the following:

- The equipment can be acquired commercially.
- Can be a modification to the individual's or family's automotive vehicle for personal transportation. Examples are adaptive driving aids, hand controls, wheelchair lifts, adaptive car seat, adaptive stroller, adaptive bikes, etc.
- Specialized equipment for medical, recreational or home use.

Important note on Adapted Items: Device or equipment used on land, in the air or on water are not considered Adapted: Specialized Equipment. There must be safety alterations incorporated within the device or equipment to be considered “Adapted-Specialized Equipment”. For example, Trampolines should have a safety net that surrounds the entire Trampoline and/or safety bar. This protects the individual while using the Trampoline.

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REQUIRED DOCUMENTS for Adapted Item requests excluding Clothing/Shoes:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- A copy of online shopping cart, shipping, handling & tax included (**Required for payment**).
- Letter of Recommendation by a Maryland licensed medical/mental health professional. **If a blank Letter of Recommendation is needed, please go to the LISS Program Contractor’s website.**
- 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.**

III. Adaptive Clothing/Shoes

Garments that increase independence by simplifying self-dressing and offering solutions to meet a variety of physical challenges. To be approved, clothing/shoe requests must be “Adapted” meaning modified, altered or tailored to meet the personal care needs of the Individual.

Clothing/shoe 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 for Clothing/Shoes:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- 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. **If a blank W-9 form is needed, please go to the LISS Program Contractor’s website.**
- Letter of Recommendation by a licensed professional. **If a blank Letter of Recommendation is needed, please go to the LISS Program Contractor’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 and Computer accessories, I-pad, headphones, educational software. Printers are considered a computer accessory**

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.

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REQUIRED DOCUMENTS for Assistive Technology requests:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- 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 Program Contractor’s website.**

C. Caregiving Services (Attendant Care, Child Care and Respite)

I. Attendant Care

Attendant Care involves aiding with activities of daily living. A person who is a parent or a person who may be legally responsible for the LISS Program applicant cannot be paid by LISS Program funding to provide this service.

The Vendor must submit completed timesheets **after** rendering the service, to the parent or legal guardian. The parent or legal guardian is responsible for reviewing the timesheet, approving, signing and dating. The parent or legal guardian is then responsible for submitting the completed timesheets to the LISS Program Contractor for payment. Payment to the Vendor will be remitted **after** the service has been completed and all required documents have been submitted. Vendors **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:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- Invoice must indicate State license number of the person or business is authorized to operate in the State of Maryland.
- Independent Contractor Agreement (Supplied by the LISS Program Contractor)
- Form W-9 for the Business/Individual selling or providing the service. **If a blank W-9 form is needed, please go to the LISS Program Contractor’s website.**

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

REQUIRED DOCUMENTS for Child Care:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- State registered Vendor invoice must indicate State license or registration number from the Maryland State Department of Education, of the person or business authorized to operate in the State of Maryland.
- Form W-9 for the Business/Individual providing the service. **If a blank W-9 form is needed, please go to the LISS Program Contractor’s website.**

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

- ▶ **IMPORTANT:** The parent or legal guardian chooses the Vendor to provide respite services. The individual will be considered a Vendor of the parent or legal guardian and not of the LISS Program Contractor. The LISS Program Contractors are only responsible for disbursing LISS Program funding and are not 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/or parent or legal guardian for review. The applicant and/or parent or legal guardian will then submit the documented timesheets to the LISS Program Contractor upon application approval. The LISS Program Contractor 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:

- The invoice(s) should contain all minimum information as stated in the "Definition" section on page 30 of this guide.
- State registered Vendor invoice must indicate State license number of the person or business is authorized to operate in the State of Maryland. For non-State registered Vendors, invoice must indicate Social Security number of the Vendor rendering or rendered the service.
- Independent Contractor Agreement (Supplied by the LISS Program Contractor)
- Form W-9 for the Business/Individual selling or providing the service. **If a blank W-9 form is needed, please go to the LISS Program Contractor's website.**

D. Educational Services (Training and Support for Self-Advocacy and Tutoring and Tuition for Post-Secondary Academic and Vocational Services)

I. Training and Support for Self-Advocacy

Training and Supports for self-advocacy means activities related to self-enhancement, higher education, gaining knowledge of community and governmental resources and learning ways to advocate for oneself. This service cannot be provided by a parent or legal guardian, or a person who is otherwise legally responsible for the LISS Program applicant. **Please see the "Definition" section concerning the meaning of Vendor. Please see the "Definition" section concerning the meaning of parent or legal guardian.**

Training and Support services may include the following:

1. Conference fees (*i.e.*, the cost to register, enroll, or sign up), but not including food, lodging, or travel costs);
2. IEP Preparation fees including attendance to IEP Meetings, but not including costs associated with food or lodging;
3. Advocacy Training for Parents, Students and Adults with a developmental and/or intellectual Disabilities;
4. Pre-vocational Training (*e.g.*, habilitative assistance with résumé writing, interview, and employment skills); or
5. Job Training and Job Placement.

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Vendors will be required to submit, with their invoice verification of attendance, to the applicant and/or parent or legal guardian. **It is the responsibility of the applicant and/or parent or legal guardian to submit the Vendor invoice and verification of attendance for IEP and/or Advocacy type services with their LISS Program Selection Packet.** If the verification of attendance is not included in the selection packet, the packet will be considered incomplete.

REQUIRED DOCUMENTS for Training and Support Services:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- Independent Contractor Agreement (supplied by the LISS Program Contractor).
- **Verification of attendance (Documentation verifying the meeting and/or training actually took place and the LISS recipient actually attended received services.)**
- FORM W-9 for the business selling or providing the service. **If a blank W-9 form is needed, please go to the LISS Program Contractor’s website.**

Important note: IEP Preparation and/or Advocacy Training service requests: The DDA LISS Program will require verification of attendance (i.e., documentation verifying that the services were rendered to the recipient), that shows that there was, an actual appointment/meeting/training or IEP meeting in which the LISS recipient attended and the service(s) were rendered. The documentation requirements will likely include, but are not limited to:

- A. Identification of which services were provided to each recipient for which a person received LISS Program funding;
- B. Identification of the date on which the services were provided; and
- C. Identification of the number of hours the services were provided on each of those date(s) of services.

II. Tuition for Post-Secondary Academic and Vocational Services

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 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 for Tuition Services:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- Form W-9 for the Business/Individual providing the service. **If a blank W-9 form is needed, please go to the LISS Program Contractor’s website.**

III. Tutoring for Post-Secondary Academic and Vocational Services

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 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

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REQUIRED DOCUMENTS

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- Form W-9 for the Business/Individual providing the service. **If a blank W-9 form is needed, please go to the LISS Program Contractor’s website.**

E. 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 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 for Home Modification/Barrier Removal:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- Invoice must indicate State license number of the person or business is authorized to operate in the State of Maryland.
- Form W-9 for the Business/Individual providing the service. **If a blank W-9 form is needed, please go to the LISS Program Contractor’s website.**
- Proof of home ownership (Deed, Title, Bill of Sale, or Statement from MD Assess and Tax)

F. Identification Services (Reimbursement Only)

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

REQUIRED DOCUMENTS:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- A copy of online shopping cart with shipping, handling & tax included and date(s) of service.
- Please review the section called “**Reimbursement**” to submit the “**required**” documents for reimbursement.

G. Recreational Services (Camp and Community Integration: Non-Therapeutic)

I. 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:

- a) **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, 2020.
 - 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.

- b) **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, 2020.
 - 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.

- c) **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:

For Camp requests:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- Invoice must indicate the camp license or certification from one of the following listed above.
- Dates of service for Camps can occur outside the current fiscal year, which for FY 2022, would be July 1, 2021 through August 31, 2022.
- Form W-9 for the Business/Individual providing the service. **If a blank W-9 form is needed, please go to the LISS Program Contractor’s website.**
- A Letter of Recommendation from a Maryland Licensed Professional. **If a blank Letter of Recommendations is needed, please go to the LISS Program Contractor’s website.**

Please contact the LISS Program Contractor if the Camp has not made a registration form available.

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REQUIRED DOCUMENTS for Therapeutic Summer Programs:

For Therapeutic Summer Program requests:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- Invoice must indicate license number of the medical/mental health professional licensed by the respective Maryland Licensing Board.
- Dates of service for Therapeutic Summer Programs can occur, which for FY 2022, from July 1, 2021 through August 31, 2022.
- Form W-9 for the Business/Individual providing the service. **If a blank W-9 form is needed, please go to the LISS Program Contractor’s website.**
- A Letter of Recommendation from a Maryland Licensed Professional. **If a blank Letter of Recommendations is needed, please go to the LISS Program Contractor’s 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 2022, is July 1, 2021 to June 30, 2022.**

II. Community Integration (Non-Therapeutic) Services

These services promote and increase community involvement. A person who is a parent or legally responsible for the LISS Program applicant cannot be paid by LISS Program 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**)
 - F. Bicycles and accessories

Important 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:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- Dates of service must occur within the current fiscal year which for FY 2022 is July 1, 2021 to June 30, 2022.
- Form W-9 for the Business/Individual selling the service. **If a blank W-9 form is needed, please go to the LISS Program Contractor’s website.**

H. 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 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

► **Important note:** Ride sharing services such as Uber and Lyft are reimbursable services only.

REQUIRED DOCUMENTS:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- Form W-9 for the Business/Individual providing the service. **If a blank W-9 form is needed, please go to the LISS Program Contractor’s website.**

I. Wellness (Behavior Support Services, Medical and/or Dental Services or Items, and Therapeutic Services)

I. 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 responsible for the LISS Program applicant cannot be paid by LISS Program 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.

► **Important note:** Behavior Support Services does not include Applied Behavior Analysis (ABA) therapy. **For ABA therapy requests, please see “Therapeutic Services” service category.**

REQUIRED DOCUMENTS for Behavior Services:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- Invoice must indicate license number of the medical/mental health professional licensed by the respective Maryland Licensing Board.
- Form W-9 for the Business/Individual offering the service. **If a blank W-9 form is needed, please go to the LISS Program Contractor’s website.**

II. Medical and/or Dental Services or Items

Medical and/or Dental services or 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, e.g. US Food and Drug Administration. This service category requires a Letter of Recommendation form completed and signed by the Maryland licensed medical and/or dental health professional who has given the recommendation. State license number of the healthcare professional to practice, must be indicated on the form.

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Medical and/or Dental Services or 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

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.

Important 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.

REQUIRED DOCUMENTS for Medical and Dental Services/Items:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- License number of the medical/mental health professional licensed by the respective Maryland Licensing Board.
- 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.
- Form W-9 for the Business/Individual providing the service. **If a blank W-9 form is needed, please go to the LISS Program Contractor’s website.**
- A Letter of Recommendation by a licensed professional. **If a blank Letter of Recommendation is needed, please go to the LISS Program Contractor’s website.**

III. Therapeutic Services

Therapeutic Services include a broad range of treatments such as Speech, Occupational, Physical, Behavioral, Art, Hippo-Therapy, and Individual/Family Therapy. These therapies are intended to improve, increase, or maintain an individual’s well-being. A person who is a parent or legally responsible for the LISS applicant **cannot** be paid by LISS funding to provide this service. This service category requires a Letter of Recommendation form completed and signed by the Maryland licensed healthcare/mental health professional who has given the recommendation. State license number of the healthcare professional to practice, must be indicated on the form.

Important note: LISS funding cannot purchase services or items covered by an existing health plan or fund 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 note: 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 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.

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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:

For Therapeutic Service requests:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- Invoice must indicate license number of the medical/mental health professional licensed by the respective Maryland Licensing Board
- 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 Program Contractor’s website.**

REQUIRED DOCUMENTS:

For Music Therapy requests:

- The invoice(s) should contain all minimum information as stated in the “Definition” section on page 30 of this guide.
- Invoice must indicate license/ certification number of the Music Therapist – Board Certified (MT-BC) by the certification board for Music Therapists.
- Form W-9 for the Business/Individual providing the service. **If a blank W-9 form is needed, please go to the LISS Program Contractor’s website.**
- Letter of Recommendation by a licensed professional. **If a blank Letter of Recommendation is needed, please go to the LISS Program Contractor’s website.**



Reimbursement, using LISS Program funding, is only available for purchased, eligible services or items received within the current, fiscal year, which for **FY 2022 is July 1, 2021 to June 30, 2022**. The only exception is Camps and Therapeutic Summer Programs which for **FY 2022 is from July 1, 2021 to August 31, 2022**. Please see **page 23** for information on **Camps** and **page 24** for information on **Therapeutic Programs**. For **Non-Therapeutic Programs**, please see **page 24**.

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.

Important note: LISS Program cannot reimburse items and/or services purchased with cash or gift cards.

REQUIRED DOCUMENTS:

- 1) Please refer to the section “LISS Services and Documentation” pages 17-27 to determine the documentation required for each service/item to be submitted for reimbursement consideration.
- 2) 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.
- 3) If the proof of payment is from a Vendor or Service provider, the invoice or online shopping cart must show the payment amount and type of payment (Personal Bank Check, Credit Card, PayPal or Vinmo etc.), was completed by the applicant, parent or legal guardian. Dates of service must be indicated on the paid invoice or on the online, confirmation, receipt from the vendor or service provider.

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.

Important 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

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

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 State government operates on a fiscal year calendar that runs from July 1 of the current year through June 30th of the next year. 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.

Invoice: A document that describes the goods and services that have been, or will be, rendered to the LISS program applicant/parent or legal guardian, and the cost thereof and contains certain minimum information as required by this LISS Program Guide. Except as otherwise provided for each description of covered LISS Program services categories and required documentation listed therein (**see pages 17-27**), the invoice should generally contain the following information:

- (1) The full name of the LISS Program applicant receiving the service or support.
- (2) The full name of individual assuming responsible for payment (if LISS Program funding is denied), if different from the LISS Program applicant.
- (3) Date the invoice was generated and Invoice number.
- (4) Clear indication whether the invoice is an initial proposal or estimate of services (i.e., generated before services are actually rendered after an initial consultation) or a final invoice (i.e., after services have been rendered) as follows:
 - a. If initial invoice, it must clearly indicate that it is "Proposed," "Quote," or "Estimate"; or
 - b. If final invoice, it must clearly indicate that it is "Final."
- (5) Description of services that have been or will be rendered. The description of services must be detailed enough to clearly identify specific components of the services that has been, or will be, rendered to the LISS Program applicant by the Vendor.
- (6) Proposed or actual date(s) on which services have been or will be rendered.
- (7) Proposed or actual hour(s) services have been or will be rendered;
- (8) Rate of pay: total amount of proposed or actual cost of services to be paid and term in which to pay the service if LISS Program funding is denied.

Legal Guardian: means a person who has been appointed as guardian of the person or property of the LISS Program applicant by an order of a court of competent jurisdiction.

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

LISS Program Contractor: means an entity contracted with the DDA to administer the LISS Program, including issuing notices of random selection, reviewing Service Eligibility Applications, determining whether the individual applicant and/or the requested goods or services are eligible for LISS Program funding, and distributing LISS Program funds 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.

Parent: means natural or adoptive persons who have a legal responsibility to the LISS Program applicant.

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 means an Individual or entity, selected by an Individual applicant, to provide goods or services funded by LISS Program. Neither the DDA nor its LISS Program specifically list or endorse individuals or entities to serve as Vendors. Vendors are not paid in advance for services by the LISS Program. Costs must be responsible and customary.