



## **Direct Service Workforce Investment Grant Carey Services Plan (December / 2022)**

A key and critical focus of Carey Services and the Indiana Family and Social Services Administration's (FSSA) Home- and Community-Based Services Spend Plan is on supporting our Direct Support Professionals. To demonstrate this focus, FSSA has launched a critical short-term wages and benefits strategy in the form of a Direct Service Workforce Investment Grant opportunity. Direct service workers like the Direct Support Professionals at Carey Services are essential in providing the day-to-day, in-person HCBS supports necessary for people to live, work, and participate in their communities.

Carey Services has been informed we are eligible to participate in this grant opportunity, and FSSA is dedicating \$130 million to this opportunity with a requirement that 95% of funding awarded flow through to direct service workers. Carey Services has applied for this funding for its eligible personnel as outlined in the grant. As of the date of this plan posted to our website (which is required to be posted by December 22, 2022), Carey Services has not received specific amounts that Carey Services will be awarded since the flat percentage applied to calculate grant amounts will be established based on provider participation.

**THE PURPOSE:** The purpose of the grant is to help HCBS providers [like Carey Services] invest in their direct service workforce through financial compensation, retention, and wraparound benefits. The majority of funding will be required to go directly to the direct service workers to recognize the extraordinary impact of their work.

**THE ELIGIBILITY CRITERIA:** To be eligible to apply for this opportunity, Carey Services determined we complied with the following:

1. Active during State Fiscal Year 2022: Defined as having submitted claims for qualifying paid expenditures during State Fiscal Year 2022 (July 1, 2021 - June 30, 2022)
2. Currently active: Defined as currently providing services to Medicaid beneficiaries
3. Medicaid Provider that provides services to individuals in the home and community: As of the date of attestation, be an actively enrolled IHCP provider and delivering some or all of the following types of services:

- a. Adult Day Services
- b. Adult Foster Care
- c. Assisted Living
- d. Attendant Care (including Self-Directed Attendant Care)
- e. Community/Day Habilitation
- f. Extended Services
- g. Facility Based Supports
- h. Facility Habilitation
- i. Home Health Services
- j. Homemaker
- k. Participant Assistance and Care
- l. Pre Vocational
- m. Program of All-Inclusive Care for the Elderly
- n. Residential Habilitation and Support (Hourly & Daily)
- o. Respite Care
- p. Structured Family Caregiving
- q. Waiver Transportation
- r. Workplace Assistance

**THE GRANT REQUIREMENTS:** Carey Services plans to and is required to do the following, which Carey Services attested to as part of the attestation form that was submitted in mid-December/2022:

- Direct at least 95% of the grant funding to direct service workers
- Develop this plan for how we will direct grant funding to direct service workers.
- Post the completed plan to our public-facing website no later than December 22, 2022.
- Respond to a final grant impact survey that captures how the dollars were spent
- Obligate money from each round prior to receiving the next round of funding
- Comply fully with the HCBS Settings Rule: For further detail on the settings compliance, please see the FAQ to be posted on the [HCBS website](#) or the guidelines outlined by [CMS](#).

**THE METHODOLOGY:** FSSA has announced it intends to distribute \$130 million in total funding. Payments will be a flat percentage of qualifying SFY 2022 claims expenditures for each provider.

**THE APPLICATION PROCESS, TIMING, AND PAYMENT:** The grant will be distributed in three equal payments, with the first payment round targeted for January 2023 and subsequent payment rounds expected to be in the spring and summer of 2023.

**ALLOWABLE EXPENSE REQUIREMENTS:** At least 95% of grant funds must be directed to the direct service workforce through financial compensation, wraparound benefits, or retention.

**FOR QUESTIONS:** Please contact Brandi Foreman, Vice President of Disability Services at 765.668.8961 extension 143 or [brandi.foreman@careyservices.com](mailto:brandi.foreman@careyservices.com)

### **THE CAREY SERVICES PLAN**

Upon awarding of funds, Carey Services commits that at least 95% of the 100% of available monies we will receive will be applied as follows:

1. We plan to use 85%- 90% on financial compensation for eligible employees (primarily Direct Support Professionals providing Medicaid Waiver funding / not group home as compensation is not allowed with funding - but some compensation may be provided to other eligible positions as outlined in the requirements of this grant) with compensation to include bonuses that will be at least one-time monthly. Internal eligibility for bonuses may include consideration of factors such as overtime, shift differentials, longevity, attendance, residential assignments versus day service assignments, and other performance indicators (all to be determined from time to time as our staffing levels require).
2. We plan to use 5%-10% on wraparound benefits to eligible employees, where wraparound benefits are based on need that is determined from time to time for emergency and/or one-time needs, and can include:
  - a. Providing financial support or assistance for:
    - i. Transportation, including public transportation, gas cards, and/or vehicle repair/maintenance;
    - ii. Child care;
    - iii. Cell phone or other technology;
    - iv. Housing support;
    - v. Payroll taxes; and
    - vi. Tuition reimbursement or assistance with student loans.

- b. Benefit packages (only when starting new packages);
  - i. Retirement, healthcare insurance, vision or dental insurance
- 3. We plan to use 5%-10% on retention activities for eligible employees (i.e., new hire bonuses under existing program procedure/policy, training, career path development, safer work environment, certifications, etc.).

Carey Services further commits to:

- 1. Direct at least 95% of the grant funding we receive to direct service workers as defined with this grant opportunity
- 2. Respond to a final grant impact survey that captures how the dollars were spent
- 3. Obligate money from each round prior to receiving the next round of funding
- 4. Comply fully with the HCBS Settings Rule: After the March 17, 2023, deadline, providers must be compliant in order to receive further rounds of funding

Eligible workers (DSW) for the purposes of this grant are defined as:

1. A person who is employed (self or by an agency) to provide hands-on care or direct support in HCBS settings for individuals who need assistance to perform routine daily activities secondary to aging and/or disabilities. DSW staff typically have the following characteristics:

- i. Provide regularly scheduled services
- ii. Paid hourly or on a monthly basis

2. A direct supervisor (who performs DSW functions when there is a lack of availability of DSWs) is eligible unless their primary job duties fall in the ineligible recipient list below:

- i. Chief Executive Officers, Chief Financial Officers, Chief Operating Officers, Chief Clinical Officers, Chief Medical Officers and other similar or equivalent agency leadership positions are not eligible
- ii. Administrative staff, Office staff, and other similar or equivalent employee positions are not eligible

Carey Services is committed to this plan and will work to assure all grant dollars are spent in each period through methods noted above and other methods that fit the requirements of this grant from time-to-time, and as we might determine an immediate or emerging need for the "Purpose" as noted above.

The following is a screen shot noting Carey Services submission of the attestation form.

## Direct Service Workforce Investment Grant Attestation Form

 Thanks!

Thank you for submitting your signed attestation form!

For **updates** please check the FSSA HCBS Webpage at this link:  
<https://www.in.gov/fssa/ompp/hcbs-enhanced-fmap-spending-plan/>

For any **inquiries**, please check the FAQ on the Webpage, or email [hcbs.spendplan@fssa.IN.gov](mailto:hcbs.spendplan@fssa.IN.gov).

Reference: <https://www.in.gov/fssa/ompp/hcbs-enhanced-fmap-spending-plan/>  
(Direct Service Workforce Investment Grant)

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APPROVAL RECEIVED JANUARY 24, 2023:

Dear CAREY SERVICES INC,

Thank you for submitting an attestation for the Direct Service Workforce Investment Grant. The Indiana Family & Social Services Administration (FSSA) has reviewed the attestations and is pleased to announce you are eligible to receive the grant award. FSSA is pleased to distribute \$130M in total funding to providers.

The **Provider ID: 201083200A** will receive a **total of \$450662.94**. The total amount will be distributed in three equal quarterly payments of **\$150220.98**. The total award amount for each provider is calculated based on a flat percentage rate of 9% applied to SFY 2022 paid claims expenditures.

As a part of the grant requirements, providers are required to do the following:

1. Direct 95% of the grant funding to direct service workers
2. Develop a plan for how they will direct grant funding to direct service workers. Completed plans must be posted to the provider's public-facing website and submitted in the attestation no later than Dec. 22, 2022.
3. Respond to a final grant impact survey that captures how the dollars were spent. The impact survey will be issued in June 2023 at the same time as the third round of grant funding.
4. Obligate money from each round prior to receiving the next round of funding
5. Comply fully with the HCBS Settings Rule

Payments will be made to the Medicaid Provider ID submitted via the Attestation Form to the payment method on file. The grant will be distributed in three equal payments, with the first payment round targeted for January 30, 2023. The subsequent payment rounds are expected to be issued early March and June of 2023.

Thank you for your commitment to your direct service workers and the health outcomes of the Hoosiers you serve.

For more information, please review the [FAQ](#). Please submit any questions to [hcbs.spendplan@fssa.in.gov](mailto:hcbs.spendplan@fssa.in.gov).

Thank you.

Family and Social Services Administration

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