pennsylvania
DEPARTMENT OF HUMAN SERVICES

ODP Announcement

Fiscal Year (FY) 2017-2018
Vacancy Exception Process

ODP Communication Number: 034-18

The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

AUDIENCE: Residential Habilitation Service Providers that signed the Addendum to Provider Agreement for the Settlement Agreement*

PURPOSE: This communication includes information for providers regarding the procedures related to the residential habilitation vacancy factor exception for Fiscal Year 2017-2018.

DISCUSSION: ODP made the decision to continue the Vacancy Exception Process for cost based rates that were effective from July 1, 2017 to December 31, 2017, similar to the process for previous fiscal years.

In order to submit a request for an exception to the vacancy factor for FY 17-18, the provider shall complete the **Vacancy Exception Request Form_FY17-18_to ODP.xlsm.** If you need additional lines, please contact the ratesetting mailbox at ra-ratesetting@pa.gov for the expanded version of the form.

If your agency completed billing for the time period of July 1 to December 31, 2017, you must email the Excel template to the Regional Program Manager and ratesetting mailbox by **May 11, 2018. If your agency has not completed billing by the due date and you anticipate the need to submit, please contact the ratesetting mailbox.**

Please contact ra-ratesetting@pa.gov with any questions regarding the form or the process.

*Please refer to Informational Memo 003-13 if you are a residential provider that did not sign the Addendum to Provider Agreement for the Settlement Agreement and wish to submit a vacancy exception request.

Enclosure
**** Vacancy Exception Request Form_FY17-18_to ODP.xlsm**