
Mi Via Retainer Payments Guidance 4-13-20

The Developmental Disabilities Supports Division (DDSD) and the Human Services Department (HSD) have received permission from the Centers for Medicare and Medicaid Services (CMS) to allow for retainer payments for the following Mi Via services:

- Community Direct Support services (CDS)
- Customized Community Group Support services (CCGS)
- Employment Support services

What is a retainer payment?

Retainer payments help prevent staffing shortages and prevent staff from being laid off if they are unable to provide services for reasons related to the COVID19 pandemic. The CCGS, CDS and/or Employment Supports providers may bill up to 80% of that participant's budget for those corresponding approved services to retain workforce if they are unable to provide services to the participant in their home during this time of the health emergency.

It is the expectation of DDSD and HSD that CCGS, CDS and Employment Supports employees/vendors are not laid off to preserve workforce and ensure that Mi Via participants not lose their Mi Via workforce.

What do I need to do as a participant or EOR?

1. The above services must be provided in the participant's home until further notice and shall not be provided in a group or in the community. The Mi Via participant and/or their Employer of Record (EOR) will be the decision makers regarding what services are provided in the participant's home, or not.
 - Work with your service providers to have these services provided in the home.
2. If CCGS, CDS, or Employment Supports providers **cannot provide services in the participant's home**, or if a participant or EOR chooses *not* to allow services to be provided in the participant's home, that employee will be allowed to access the retainer payment option.
 - The CCGS, CDS and/or Employment Supports providers may bill up to 80% of that participant's budget for those corresponding approved services to retain workforce.
 - An employee or vendor may not bill more than five (5) consecutive days in a row under this scenario.
 - The employee must enter time in FOcOS in which the retainer payment will be accessed.
3. Participants and/or EORs must still approve the time in FOcOS, following the normal schedule. The participant or EOR must still approve time in FOcOS, as usual according to the payroll schedule even in the cases where retainer payments will be accessed, and the employee is not working with the participant.

For any questions please contact Conduent, or Jessica Velarde, HSD at 505-827-6233.