



West Virginia Personal Options - IDD Waiver Program Goods and Services Packet Instructions



This packet will assist you in requesting approval and payment for Participant Directed Goods and Services (PDGS) **item(s) or service(s)**. Please note that the PDGS **authorization** must be approved through your Case Manager (CM) prior to submitting this application (you can check with your Resource Consultant (RC) or CM if you are unsure if this authorization has been approved).

Your RC may assist you with the necessary steps listed below. Please follow these steps when requesting PDGS:

1. Make sure your PDGS authorization has been approved.
 - a. If you are unsure you have an authorization for PDGS, please contact your CM or RC for information.
2. Ensure that your requested item(s)/service(s) is on the IPP and that the IPP shows the NEED/GOAL for the item(s)/service(s).
 - a. The IDD Manual defines PDGS as the following:
 - *PDGS are services, equipment, or supplies not provided through the Waiver program or through the Medicaid State Plan that address an identified need in the IPP and meet the following requirements:*
 - *An item(s)/service(s) that would decrease the need for other Medicaid services and/or promote full inclusion in the community and/or increase safety in the home environment.*
 - *The person does not have the funds to purchase the item(s)/service(s) or the item(s)/service(s) is not available through another resource.*
 - *This service cannot be accessed as a means of reimbursement for items or services that have already been obtained and not been pre-approved.*
 - *PDGS are purchased from the participant-directed budget.*
 - *PDGS item(s) requested must be supported by an assessed need identified on the annual functional assessment and item(s) requested must be specifically documented in the IPP unless it is a new need which must be documented on a Critical Juncture IPP.*
 - *PDGS purchases must be documented by receipts or other documentation of the goods or services from the established business or otherwise qualified entity or individual.*
 - b. Please see below for Limitations/Caps listed in the WV IDD Waiver Manual.

Limitations/Caps:

- *The amount of service is limited by the person's individualized participant-directed budget and spending plan.*
- *If a person has a documented change in need after the annual functional assessment has been conducted, then a Critical Juncture IPP meeting must occur to discuss the need for additional service which may or may not be authorized.*
- *1000 units (\$1000) per person's IPP year in combination with Traditional Environmental Accessibility Adaptations-Vehicle and Home*
- *The Personal Options vendor must not pay PDGS funds to the person, staff, or family/legal representative. Payment for cost of services must be issued to the vendor of the PDGS service.*

- *To access Participant-directed Goods and Services the person must also access at least one other type of participant-directed service during the budget year – i.e. PCS or Respite.*
- *The following represent non-permissible Goods and Services:*
- *Goods, services and supports available through another source;*
- *Goods, services or supports provided to or benefiting persons other than the person who receives services;*
- *Room and board;*
- *Personal items and services not related to the qualifying disability;*
- *Gifts for workers/family/friends, payments to someone to serve as a representative;*
- *Clothing, food (including nutritional supplements) and beverages;*
- *Appliances that are not adapted/modified;*
- *Air purifiers, humidifiers or air conditioners unless individual has a documented respiratory/allergy condition or diagnosis;*
- *Electronic entertainment equipment;*
- *Utility payments;*
- *Generators unless used for medical equipment only (cannot be for the entire house);*
- *Swimming pools, hot tubs and spas or any accessories, repairs or supplies for these items;*
- *Railings for decks and porches;*
- *Outdoor recreational equipment unless specifically adapted for the individual's needs;*
- *Costs associated with travel;*
- *Household furnishings such as comforters, linens, drapes and furniture;*
- *Furniture unless it is a lift chair for someone with mobility issues;*
- *Vehicle expenses including running boards, routine maintenance and repairs, insurance and gas money;*
- *Medications, vitamins and herbal supplements;*
- *Illegal drugs or alcohol;*
- *Experimental or investigational treatments;*
- *Computers, monitors;*
- *Communication devices/tablets for children under the age of 21;*
- *Communication devices/tablets for adults over the age of 21 unless specifically recommended by a licensed speech therapist;*
- *Computer software;*
- *Fax machines;*
- *Copiers;*
- *Scanners;*
- *Printers or ink cartridges;*
- *Landline telephones or cell phones;*
- *Car seats and strollers that do not require modifications;*
- *Monthly internet service;*
- *Yard work;*
- *Household cleaning supplies;*
- *Home maintenance including paint and replacement of flooring, appliances, doors, furnaces, hot water tank, roof and windows (unless the item needs modified such as a window that is large enough for an adult to use to exit in case of a fire);*
- *Fences, gates, half-doors;*
- *Driveway or walk way repairs or supplies unless specifically to exit or enter home to and from vehicle;*

- *Covered awnings;*
 - *Pet/Pet care including service animals, veterinary bills, food and training;*
 - *Respite and/or Direct Care Services (Person-Centered Support, LPN, Supported Employment, Facility-based Day Habilitation, etc.) services;*
 - *Spa services;*
 - *Public Education or items needed for public educational purposes;*
 - *Personal hygiene items;*
 - *Summer Camps;*
 - *Day care;*
 - *Discretionary cash; and*
 - *Home alarm and monitoring systems.*
3. Submit a completed PDGS Packet to your RC prior to the end of your budget year. Applications submitted after the expiration of the budget year will be reviewed; however, if denied additional documentation cannot be submitted. You can request the item with the additional documentation on the following budget year. Only completed applications will be reviewed, please check through it and make sure that all information is included prior to sending it to your RC. A completed packet includes the following:
- a. *Application for PDGS and Payment Request Form*
 - b. *Quote*
 - c. *IPP*
 - d. *W9 (Vendors in our new portal do not require a W9, check with your RC)*
 - e. *Supporting Documentation (Examples: Recommendation from a Therapist for therapy related requests, Medicaid Denial, Private Insurance Denial, Doctor Recommendation, Pictures, etc.)*
4. Once the item(s)/service(s) have been approved/not approved, your RC will inform you of next steps
- a. If approved, PPL will send a check to the agency/vendor depending on what is chosen on the PRF.
 - b. If denied, a new PDGS item can be requested prior to expiration of your budget year. Applications submitted after the expiration of the budget year will be reviewed; however, if denied additional documentation cannot be submitted. You can request the item with the additional documentation on the following budget year.
5. Once you received your PDGS item(s)/service(s) please forward the receipt to your assigned Resource Consultant or to the email address listed below.

WV-PDGS@pplfirst.com