

Room and Board Training: For Residential Habilitation, Life Sharing Providers, and Related Professionals



When we say...



Provider:
Life Sharing or
Residential
Habilitation Agency

▶ Who does Room and Board Impact?

Who



Who

- In the Consolidated, Community Living and Adult Autism Waivers:
 - Residential Habilitation
 - Licensed and unlicensed
 - Life Sharing
 - Licensed and unlicensed
- Services funded by ODP Waiver or base-funding
- All ages (even kids need a Room and Board contract)

Who is Room and Board NOT for?

- Life Sharing home that is owned or leased by the individual
- Any waiver service **OTHER THAN Residential Habilitation and Life Sharing**
 - Room and Board **IS NOT** for Supported Living



▶ Why?

*Why is
Room and
Board
Needed?*

Why?

The Room and Board Agreement ensures all individuals:

- Have the protections of a legally enforceable agreement;
- Are provided with a clean and well-maintained home and other needed items;
- Maintain a percentage of their income to use as needed or desired;
- Understand the monthly amount the individual is required to pay the provider for room and board;
- Receive written notice from the provider at least 45 days prior to termination of the agreement in accordance with §§ 6100.301-307 relating to Transition to a New Provider

IMPORTANT

Communication is **IMPORTANT** for Room and Board.

§ 6100.50: *“Written, oral and other forms of communication with the individual, and persons designated by the individual, shall occur in a language and means of communication understood by the individual or a person designated by the individual.”*



▶ Who is Involved in the Room and Board Agreement?



Residential Habilitation: DP 1077

- Between the provider and individual

Life Sharing: DP 1077 OR DP 1077LS

- Between the provider and individual; or
- Life Sharer and individual

Please note:

- 1. Altering or adding to the DP 1077 or DP 1077LS is prohibited.*
- 2. The Spanish translated version will be available soon.*

Signing the Room and Board Agreement

- Residential Habilitation Provider
- Life Sharing Provider / Life Sharer
- The individual*
- The individual's court-appointed legal guardian, if applicable.
- A designated person if the individual is 18+ or older and has a designated person; this includes but is not limited to a representative payee for Social Security benefits and payments.
- For youth under 18 years of age, a legally responsible individual.



Room and Board Agreement: Provider Responsibilities

The provider is responsible for:

- Explaining the purpose and content of the agreement to the individual in a language and means of communication understood by the individual (6100.50).
- Retaining the agreement and related documentation.

Please note: The individual can not be charged a fee if the provider is managing the individual's finances / being the individual's designated financial representative.

When & How Often is a Room and Board Agreement Needed?



When to Complete a Room and Board Agreement

1. Prior to an individual moving into the home;
2. Prior to an individual transferring to a new home (regardless of same or change in provider);
3. When something happens that requires a change to the agreement
 - Examples: A change in the individual's income that would impact the Room and Board rate, the individual chooses to acquire food not through Room and Board etc.
4. Annually (every 12 months) from the effective date of the previous agreement.

When: FAQ

“Does the individual need notice of a change?”

30 day’s notice in advance of any proposed changes to the agreement.

“Is a new Room and Board Agreement needed if the individual’s income fluctuates?”

Only if the income impacts their R&B costs. Most times, it will not affect it. For example, if an individual is competitively employed and their work hours shift one week to the next, this probably will not impact the amount owed for Room and Board.



▶ Retaining the Agreement

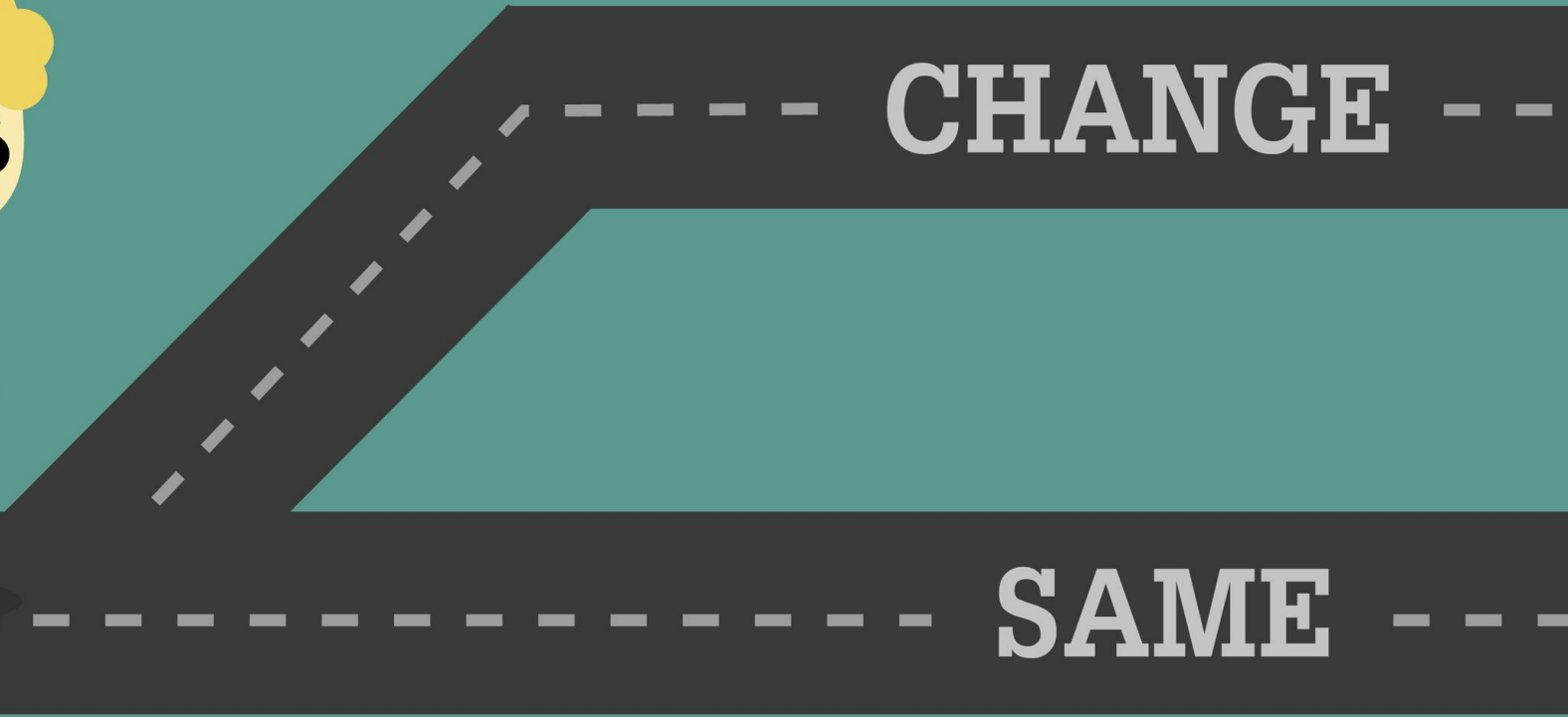


▶ Retaining the Agreement - 6100.54

The provider is required to retain:

- Copies of completed and signed Room and Board Agreements.
- Applications for benefits, benefit determinations, and appeals, if applicable.
- The provider's or Life Sharer's expenses and documentation of how the provider calculated the actual monthly Room and Board costs for the individual.
- Documentation that Room and Board was collected directly from the individual or the person designated by the individual.

▶ Modifications to Room and Board



When we say...

Board: Food and beverages.

Room: housing and housing items

Individual's Total Monthly Income: Any earned wages (personal income from inheritance, Social Security payments such as RSDI, SSI, or the PA SSP. DOES NOT include benefits)



Did you know...

Not every individual needs/wants to have Room AND Board be part of their Agreement with the provider?

- Some individuals do not take food by mouth, and therefore, “Board” can not be part of their agreement (6100.692)
 - Some individuals may live in a home where they rent directly to a landlord, and therefore, “Room” wouldn’t be part of the agreement.
 - Some individuals may want to pay for their own food, and therefore, “Board” wouldn’t be part of the agreement.
 - *Please note, even if the individual wants to pay for their own food, the residential provider still has responsibilities with food/nutrition/meals as outlined in the service definitions and regulations.*



Modification Calculations

If the individual is only paying for:

- **Board:** The amount charged may not exceed 32% of the current SSI Max. Rate plus the PA Supplement.
 - If the individual's monthly income is less than the current SSI Max. Rate plus the PA Supplement: 32% of the individual's total monthly income.
- **Room:** The amount charged may not exceed 40% of the current SSI Max. Rate plus the PA Supplement.
 - If the individual's monthly income is less than the current SSI Max. Rate plus the PA Supplement: 40% of the individual's total monthly income.

Q: “Does an individual still pay for “Board” even if they have SNAP benefits?”



A: Yes, the individual may still pay Board regardless if they have SNAP benefits.

▶ What is Included the Provider's Actual Room and Board Costs?



Room and Board Items

As seen in 6100. 684(d) Providers may purchase standard items that meet the individual's needs. Individuals must be offered **choice** when selecting the items

- **Toiletries:** Toothpaste, toothbrush, shampoo, conditioner, hairbrush, sunscreen, feminine products, etc.
- **Towels:** Bath towels, hand towels, and washcloths.
- **Bedding:** Sheets, pillowcases, pillows, blankets, mattress protectors (if needed), and comforters.
- **Telephone with local service.** *Cell phones owned by staff persons or individuals may not be counted as the home's phone.*
- **Internet:** Basic internet service must be provided. *Each individual DOES NOT need separate internet packages*

Room and Board Items Continued

- **Cleaning products:** All purpose cleaner, bathroom cleaner, dish soap, laundry detergent, etc.
 - **Lawn care, food preparation, maintenance and housekeeping:** The provider is responsible for all labor tasks involved.
 - **Household furniture:** Sofas, dining tables and chairs, beds, mattresses, mirrors, etc.
 - **Washing and drying:** The provider is responsible for all labor tasks involved.
 - **Incontinence products:** Protective briefs/underwear/pads/inserts, bed pads, skin-cleansing wipes, etc. *If not covered by individual's insurance*
 - **Building and equipment repair, renovation, depreciation, utilities, etc.:** Electricity, public water and sewer, trash and recycling removal, a package of TV channels provided by cable or streaming service at a stand level of subscription (“basic cable”)
- Please note: Providers must ensure these items are present in the home, even if the individual has purchased their own products for their personal use.*



Room and Board Items: Board / Food

Food: 3 well-balanced meals a day, between-meal snacks, additional food based on individual's needs (Room and Board bulletin as well as 6400 and 6500 regulations)

The provider must consider:

- The cost of the food item.
- The food's nutritional value including the sodium and sugar content.
- The individual's preferred foods.
- The individual's prescribed dietary needs.

Please note: If an individual does not take food by mouth, Board can not be charged to the individual (§6100.692)

Individuals' Specialized/ Prescribed Diets

Individual's prescribed dietary needs: included in the Provider's Expenses for the Home if the food is not covered by the individual's health insurance or another funding source.

Examples of food that may need to be purchased as a result of an individual's prescribed dietary needs include:

- Products used to thicken liquids.
- Food needed due to Phenylketonuria (PKU).
- Meal replacement substitutes for solid food with controlled quantities of calories and nutrients.
- Foods for individuals with diabetes.

Provider's Actual Room and Board Costs: FAQ

Q: “If the individual needs a blender to prepare their food, is this part of the provider’s expenses?”

A: Yes, because this is needed for their health and safety and part of their dietary needs.

Q: “If the individual is allergic to or has a sensitivity to a specific item, is the provider responsible to offer another item that is safe for the individual ?”

A: Yes, because this is needed for their health and safety.



Individual's Personal Funds



Personal Funds: More Expensive Items

Items covered in room and board **may not be charged separately to the individual, UNLESS** the individual wants to (without coercion) purchase something more expensive.

If the individual wants to pay for a more expensive room and board item, the individual's personal funds would be used to pay the difference between the cost of the standard item and the more expensive item, rounded to the nearest dollar.

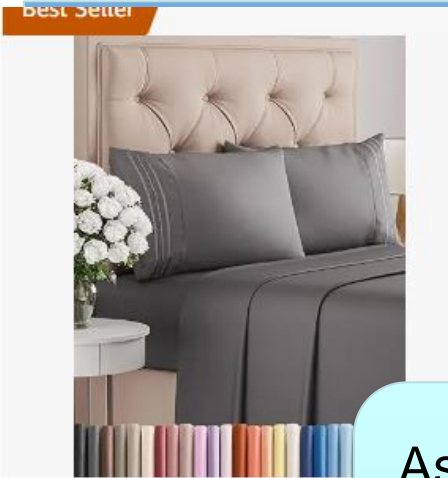
Personal Funds: Example 1



- The individual wants to buy Bath and Body Hand soap that costs about \$7.
- Standard off-brand hand soap cost: \$3.75

The provider would pay \$4.00 towards the soap (\$4 is the nearest dollar to \$3.75) and the individual would pay the difference.

Personal Funds: Example 2



[+44 other colors/patterns](#)

Sponsored ⓘ

Queen Size 4 Piece Sheet Set
Comfy Breathable & Cool
Bed Sheets Set - Hotel
Bedding for Women, Men

Options: 7 sizes

★★★★★ 369,368

7K+ bought in past month

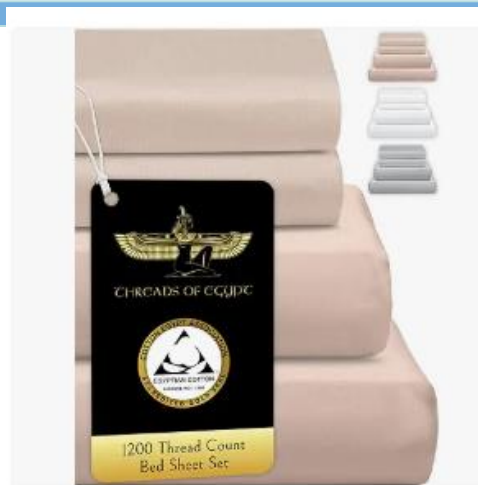
\$29⁹⁹ (\$7.50/Count)

Save 30% with coupon

✓prime

FREE delivery Sun, Mar 2 on \$25

As part of
Room and
Board:
Standard
queen
sheets
\$30



[+2 other colors/patterns](#)

Sponsored ⓘ

100% Egyptian Cotton Sheets
Queen Size | 1200 Thread
Count | CEA Gold Seal
Certified | Ultra Soft | Coolin...

Options: 2 sizes

★★★★★ 36

Save 20%

\$167⁸⁸ Typical: \$209.88

Save 5% on 2 select item(s)

Individual
wants a
specific kind
that cost
\$168.

Residential
provider
would pay
\$30 and the
individual
would pay
\$138



FAQ: Personal Funds, Meals Outside of the House



Q: “Can individuals pay for meals outside of the home?”

A: The individual’s personal funds are used when the individual *chooses* on their own (*without coercion*) to eat at a restaurant or to buy take-out food instead of eating the food available at their home.

It is part of the Provider’s Actual Monthly Cost Per Individual when staff arrange a meal outside of the home instead of providing a meal at home (with the agreement of the individual), the provider or Life Sharer must pay for the cost of the meal for the individual.

Gathering Information Before Calculation of R&B



Information Needed for Calculation of R&B

- **Maximum Amount of Supplemental Security Income (SSI):** the highest amount that someone could receive through SSI.
<https://www.ssa.gov/oact/cola/SSI.html>.
- **PA State Supplementary Payment (SSP):** additional benefit offered to people who receive SSI. There are different types of SSP (domiciliary care or independent living arrangements) [SSP information](#)
- **Individual's Total Monthly Income:** Any earned wages, personal income from inheritance, SSA payments such as Retirement, Survivors, & Disability (RSDI), SSI, PA SSP. Does NOT include benefits

1. An individual's Room and Board cost may **NEVER** exceed 72% of the SSI maximum rate plus the PA SSP.
2. If an individual's income is less than the SSI maximum rate, their Room and Board cost may **NOT** exceed 72% of the individual's total monthly income.

▶ Why 72% & Income Information Needed?

Individual's income greater or equal to the SSI maximum rate



Calculate: 72% SSI max. rate
+ PA Supplement: **Room and Board Cost may not exceed this amount**



Individual's income is less than the SSI maximum rate



Calculate: 72% of total income: **Room and Board Cost may not exceed 72% of the individual's total monthly income**

Please Note:

- When an individual is not receiving SSI, the provider is responsible for assisting the individual with applying for SSI.
 - If the application is denied, the provider must assist the individual in filing an appeal.
- The provider must assist the individual in applying for benefits.
- The provider is responsible for retaining all documentation.

Individual's Benefits : Energy assistance (Low-Income Home Energy Assistance Program (LIHEAP)), rent rebates (Pennsylvania Property Tax/Rent Rebate Program), food and nutrition assistance (Supplemental Nutrition Assistance Program (SNAP)), etc.

*Reminder:
The provider must assist an individual to apply for benefits, if applicable.*

Bulletin 00-25-01 Attachment 3: Guidance for SNAP and Group Living Arrangements

The purpose of this attachment is to provide guidance for providers of Residential Habilitation or Life Sharing services that will be assisting with the application for Supplemental Nutrition Assistance Program (SNAP) benefits. Please note, this *guidance* aligns with the Office of Income Maintenance's (OIM) current policy regarding Group Living Arrangements (GLA). It is advised that providers review OIM's policy when assisting with the application for SNAP benefits; this guidance was created as a high-level overview.

Step 1:

➤ **Applying as a GLA, if applicable:**

A provider **must** apply for GLA status (which is a certification that applies to the address of the home) by completing and submitting the [PA 1869 form](#) to the County Assistance Office (CAO) that the GLA is located in, if:

1. The provider's agency is nonprofit;
2. The home has no more than 16 individuals living in the house;
3. The home is licensed; and
4. Individuals must be receiving disability benefits such as Social Security Income (SSI), Social Security Disability Insurance (SSDI) or Retirement, Survivors, and Disability Insurance (RSDI).

(Please note: if the residential provider does not meet all of the criteria above, the provider does not need to apply as a GLA.)

- If there is a home that is not a GLA, but there are individual(s) in the home that pay for their own food, each individual can apply and *may* be eligible for SNAP benefits.
- If there is a home that is not a GLA and the individuals do not pay for their own food, the residents of the home should not apply for SNAP benefits as SNAP benefits will be denied.

Once the PA 1869 form is submitted, the CAO will review and determine the status. The CAO will notify the provider agency of this status and then the individual can proceed with applying for SNAP benefits (Step 2).

Step 2:

➤ **Applying for SNAP benefits:**

If the provider applies and is granted GLA status, the next step is for the individuals to apply for SNAP benefits (with their provider's assistance, if needed, as required by 55 Pa. Code § 6100.685). If an individual within that GLA home:



Provider's Actual Monthly Cost Per Individual:

The provider's or life sharer's expenses for the home (total sum of all items in 6100.684) which is then divided by the number of individuals in the home minus the individual's benefits.

Please note: For Life Sharing, the provider's actual monthly cost per individual is calculated by dividing the provider's actual cost by everyone who lives in the home; not just the individual(s) receiving service.

▶ Calculation of Room and Board & Review of Attachments to Bulletin



Step 1: Calculating Provider's Actual Monthly Cost

Attachment 1: Guidance for Calculating Room & Board

1. Calculating The Provider's Actual Monthly Cost Per Individual

Regulation: § 6100.684

The individual's Room and Board Rate may not exceed the provider's actual Room and Board monthly cost, minus the individual's Benefits received (such as SNAP, LIHEAP, Rent Rebate, Energy Assistance)

§ 6100.684. Actual provider room and board cost.

- (a) The total amount charged for the individual's share of costs at the individual's residential service location, minus
- (b) The provider shall compute and document actual prov board residency agreement.
- (c) The provider shall keep documentation of actual provi
- (d) The following items are included as room and board c
 - (i) Standard toiletries, towels and bedding.
 - (ii) One telephone with local telephone service.
 - (iii) Internet service.
 - (iv) Cleaning products.

Example Provider's Actual Monthly Cost

Toiletries: \$400

Telephone: \$100

Internet: \$75

Cleaning products: \$100

....

....

....

Total: \$3,000



Step 1: Calculating Provider's Actual Monthly Cost Per Individual

Attachment 1: Guidance for Calculating Room & Board

1. Calculating The Provider's Actual Monthly Cost Per Individual

Regulation: § 6100.684

The individual's Room and Board Rate may not exceed the provider's actual Room and Board monthly cost, minus the individual's Benefits received (such as SNAP, LIHEAP, Rent Rebate, Energy Assistance)

Individual A	
Provider's Actual Monthly Cost Per Individual <i>Divide this number by total number of individuals living in the Home. In this example, three individuals live in the Home.</i>	$\$3,000 / 3 =$ \$1,000
Monthly Benefits (SNAP & LIHEAP) <i>When Benefits are received as an annual amount, divide by 12 months to get monthly amount.</i>	\$100
SSI <i>(The provider hasn't helped the individual apply for SSI yet)</i>	\$0
PA Supplement <i>(Independent Living Arrangement)</i>	\$22.10
Employment Income	\$500.00
Individual's Total Monthly Income	\$522.10

1. Provider's Actual Monthly Cost Per Individual (minus Benefits) (§ 6100.684)

- Provider's Actual Monthly Cost Per Individual minus Benefits:
 - $\$1,000 - \$100 =$ **\$900**

Step 2: Ensuring Individual is Not Overcharged - § 6100.686

Attachment 1: Guidance for Calculating Room & Board

2. Ensuring the Individual is Not Overcharged for Room and Board

Regulation: § 6100.686

From the calculation of the provider's Actual Monthly Cost Per Individual (see box 1), **the provider must compare that amount to the calculation of 72% of the SSI Maximum Rate plus the PA Supplement** (the PA Supplement is also referred to as the State Supplementary Payment (SSP) and is issued to individuals living in an independent living arrangement, domiciliary care facility, household of another, or other living arrangements).

- If the provider's Actual Monthly Cost Per Individual amount is greater than or equal to 72% of the SSI Maximum Rate plus the PA Supplement, the provider may not charge the individual more than 72% of the SSI Maximum Rate plus the PA supplement pursuant to § 6100.686(a)(1).
 - The following website provides the SSI Maximum Rate:
<https://www.ssa.gov/oact/cola/SSI.html>.
- If the Provider's Actual Monthly Cost Per Individual is less than 72% of the SSI Maximum Rate plus the PA Supplement, the provider must charge the Provider's Actual Monthly Cost Per Individual.

Step 2: Ensuring Individual is Not Overcharged (2)

Attachment 1: Guidance for Calculating Room & Board

From the calculation of the provider's Actual Monthly Cost Per Individual **the provider must compare that amount to the calculation of 72% of the SSI Maximum Rate plus the PA Supplement**

Example continued:

1. Provider's Actual Monthly Cost Per Individual (minus Benefits) (\$ 6100.684)
 - Provider's Actual Monthly Cost Per Individual minus Benefits:
 - $\$1,000 - \$100 = \mathbf{\$900}$

2. Ensuring the Individual is Not Overcharged for Room and Board

Calculation of SSI Maximum Rate + PA Supplement multiplied by 72%:

- $\$967 + \$22.10 \times .72 = \$712.15$

Compare Provider's Actual Monthly Cost Per Individual to the calculation of 72% of the SSI Maximum Rate plus the PA Supplement:

- $\mathbf{\$900 > \$712.15}$

Step 2: Ensuring Individual is Not Overcharged (3)

Attachment 1: Guidance for Calculating Room & Board

2. Ensuring the Individual is Not Overcharged for Room and Board

Regulation: § 6100.686

- If the provider's Actual Monthly Cost Per Individual amount is greater than or equal to 72% of the SSI Maximum Rate plus the PA Supplement, the provider may not charge the individual more than 72% of the SSI Maximum Rate plus the PA supplement pursuant to § 6100.686(a)(1).
 - The following website provides the SSI Maximum Rate:
<https://www.ssa.gov/oact/cola/SSI.html>.
- If the Provider's Actual Monthly Cost Per Individual is less than 72% of the SSI Maximum Rate plus the PA Supplement, the provider must charge the Provider's Actual Monthly Cost Per Individual.

Example continued:

\$900 > \$712.15

- Since the provider's actual Room and Board monthly cost amount is greater than 72% of the SSI Maximum Rate plus the PA Supplement, then the provider may not charge the individual more than 72% of the SSI Maximum Rate plus the PA Supplement (§ 6100.686(a)(1)).

Step 2a: Ensuring Individual is Not Overcharged – Reviewing Individual’s Total Monthly Income

Attachment 1: Guidance for Calculating Room & Board

2a. Ensuring the Individual is Not Overcharged for Room and Board: Review the Individual’s Total Monthly Income

Regulation: § 6100.686

The Individual’s Total Monthly Income is NOT part of the provider’s actual Room and Board monthly cost (as calculated in the above boxes). The provider must determine whether the individual’s income is more than or equal to the SSI Maximum Rate amount found at <https://www.ssa.gov/oact/cola/SSI.html>.

- When the individual’s income is more than or equal to the SSI Maximum Rate, the provider must follow the steps in the boxes above.
- When the individual’s income is less than the SSI Maximum Rate (NOT 72% of the SSI Maximum Rate), the provider may only charge **72% of the individual’s available monthly income** pursuant to § 6100.686(c).

*This is only for individuals who have an income that is **less than SSI Maximum Rate**.*

Step 2a: Ensuring Individual is Not Overcharged – Example of Income Less Than SSI Max. Rate

Attachment 1: Guidance for Calculating Room & Board

Individual A	
Provider's Actual Monthly Cost Per Individual <i>Divide this number by total number of individuals living in the Home. In this example, three individuals live in the Home.</i>	\$3,000 / 3 = \$1,000
Monthly Benefits (SNAP & LIHEAP) <i>When Benefits are received as an annual amount, divide by 12 months to get monthly amount.</i>	\$100
SSI (<i>The provider hasn't helped the individual apply for SSI yet</i>)	\$0
PA Supplement (<i>Independent Living Arrangement</i>)	\$22.10
Employment Income	\$500.00
Individual's Total Monthly Income	\$522.10

2a. Ensuring the Individual is Not Overcharged for Room and Board:

Review the Individual's Total Monthly Income (§ 6100.686)

Compare Individual's Total Monthly Income with SSI Maximum Rate:

- **\$522.10 < \$967.00**
 - Since the Individual's Total Monthly Income is less than the SSI Maximum Rate the provider may only charge 72% of the individual's available monthly income (§ 6100.686(c)).
 - $\$522.10 \times .72 = \text{\$375.91 (R\&B Rate)}$

Attachment 1: Guidance for Calculating Room & Board

2a Ensuring the Individual is not Overcharged for Room and Board: Review the Individual's Total Monthly Income (§ 6100.686)

- Compare Individual's Total Monthly Income with SSI Maximum Rate:
 - **\$989.10 > \$967**
 - The Individual's Total Monthly Income is more than the SSI Maximum Rate, which means: This individual's R&B rate is **\$712.15**, because the provider may charge the individual 72% of the SSI Maximum Rate plus the PA supplement.

Example 2:

This individual's total monthly income is \$989.10

▶ Why 72% & Income Information Needed?

Individual's income greater or equal to the SSI maximum rate



Calculate: 72% SSI max. rate
+ PA Supplement: **Room and Board Cost may not exceed this amount**



Individual's income is less than the SSI maximum rate



Calculate: 72% of total income: **Room and Board Cost may not exceed 72% of the individual's total monthly income**

Reminder / Takeaway From Previous Slides



PROVIDER'S ACTUAL COST IS NOT AUTOMATICALLY CHARGED TO THE INDIVIDUAL.

Please review Attachment 1 and follow applicable regulations to calculate Room and Board.

▶ Room and Board Attachment 2



Attachment 2: Room and Board Calculator

Item	Description	Number
Provider's Expenses for Home for All Individuals in Home	The provider's cost for all items included in room and board for each home where Residential Habilitation or Life Sharing services are provided as specified at § 6100.684. If the provider's room and board expenses are captured in the aggregate, the monthly cost per individual can be obtained by dividing the total amount of room and board expenses by the number of individuals served in the home.	\$0.00
Total Number of Individuals in Home	The total number of individuals who reside in the home.	0
Individual's Monthly Benefits	The total amount of benefits like Energy assistance (Low-Income Home Energy Assistance Program (LIHEAP)), rent rebates (Pennsylvania Property Tax/Rent Rebate Program), food and nutrition assistance (Supplemental Nutrition Assistance Program (SNAP)). For household benefits, the monthly cost per individual can be obtained by dividing the total amount of the benefit by the number of individuals served in the home.	\$0.00
Individual's Total Monthly Income	Any earned wages, personal income from inheritance, Social Security such as Retirement Survivors Disability Insurance (RSDI), Supplemental Security Income (SSI), or the Pennsylvania Supplemental payment (SSP), excluding benefits like SNAP, LIHEAP, Rent Rebate, Energy Assistance.	\$0.00
Current Maximum SSI Payment	The current maximum SSI payment amount.	\$0.00
PA Supplement Amount	The current PA state supplement amount.	\$0.00
Current Maximum SSI Payment + PA Supplement Amount	Cell C6 + Cell C7	\$0
72% of Current SSI + PA Supplement Amount	Cell C8 x 0.72	\$0
72% of Individual's Monthly Income	Cell C5 x 0.72	\$0.00
Provider's Actual Room and Board Cost for Individual	(Cell C2 ÷ Cell C3) - Cell C4	#DIV/0!
Room and Board Charge to the Individual:		#DIV/0!
Note: If Income is less than the current Personal Needs Allowance, Room and Board may not be collected		

Attachment 2 is an optional workable document / tool that assists the provider to calculate R&B.



FAQ: Calculation



Q: “If it’s a new residential home for the provider, how is the provider’s actual monthly cost calculated when we don’t know the exact amounts for bills such as electricity, water, etc.”

A: For an individual’s initial Room and Board Agreement, projected costs may be used in lieu of actual costs for the Provider’s Actual Monthly Cost Per Individual. Actual costs must be used for the next Room and Board Agreement completed for the individual.

Documentation Needed for the Provider's Expenses – 6100.684(c)

Documentation does not need to be in hard-copy format. Scanned records or electronic statements are acceptable. Providers are encouraged to use technology such as receipt scanners or mobile apps.



Data	IVA 7.7%	IVA 2.5%	Esente IVA	Uscite		Entrate
				Totale	Entrate	
01/02/2019				42.00		42.00
04/02/2019				145.65		37.45
04/02/2019						49.00
05/02/2019				48.00		14.70
07/02/2019				13.75	0.99	38.00
08/02/2019			37.45			30.00
08/02/2019				84.65		61.00
11/02/2019				30.00		90.00
13/02/2019				61.00		14.00
13/02/2019				90.00	16.50	14.00
14/02/2019				14.00		51.00
18/02/2019				51.00	12.65	42.00
18/02/2019				42.00	19.45	50.00
20/02/2019				50.00		50.00
21/02/2019				50.00		43.85
23/02/2019				43.00	14.65	50.00
						43.00

Documentation – § 6100.684(c)



Providers are responsible for keeping documentation. Examples of acceptable documentation includes:

- Receipts or invoices for purchases of items. These documents should include details such as the date of purchase, item descriptions, quantities, prices, and the name of the vendor.
- Telephone and internet service bills, which should detail the charges for the services provided. These bills typically include the billing period, service charges, taxes, and any additional fees.

Documentation (2)

- Payroll records documenting wages and benefits paid to staff members responsible for lawn care, maintenance, housekeeping, and other tasks. These records should include employee names, hours worked, rates of pay, deductions, and benefits provided.
- Logs or records of building and equipment maintenance, repairs, renovations, and depreciation. Include details such as the nature of the work performed, dates, costs, and any contractors hired.
- Copies of mortgage documents, lease agreements, rental invoices, utility bills (e.g., electricity, water, gas), and property insurance policies. These documents should outline the terms of the rental agreement, rental amounts, utility usage, insurance coverage, and premium payments.

Documentation (3)

- Records of any expenses incurred for arranging meals outside the facility, including receipts, invoices, or contracts with external vendors or restaurants.
- A record or receipt that shows the difference between what the individual paid with their personal funds and what the provider is responsible to provide (standard items such as toiletries, cable, internet, etc.), if applicable.

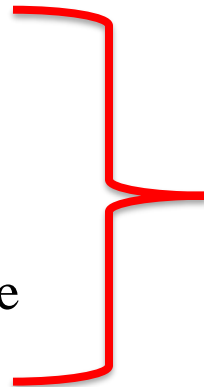
▶ Delays in Income, Respite, Hospitalizations & Leave



Delay in Income - § 6100.693

If some or all of an individual's income is delayed for 1 month or longer, then the provider or Life Sharer may either:

- Not collect Room and Board payment until the income is received, or
- Negotiate a lesser Room and Board Rate to be paid until the delayed income is received.



The individual, the individual's designated person or the individual's court-appointed legal guardian must be informed in writing. Provider must keep documentation (see bulletin).

When delayed income is received, the individual may be charged the amount necessary to make up for the difference during the delay or the standard rate charged when there is no delay.

The difference cannot be recovered in a way that leaves individuals with less than their standard amount of personal funds in any given month.

▶ Respite - § 6100.690

Individuals who receive Respite services through one of ODP's Waivers or base-funding in a setting where Residential Habilitation or Life Sharing is rendered may not be charged for Room and Board

When we say...

Therapeutic Leave: Days when the individual is absent from the home to visit with a relative or friend, including absences due to vacation when the individual is not accompanied by a staff person from the provider, and is therefore, not receiving services from the provider.



The provider or Life Sharer may not charge the individual:

- Board beginning on the 8th consecutive day the individual is on Therapeutic Leave or is hospitalized or in a rehabilitation facility.
 - If Board was collected, those costs must be paid back to the individual (prorated) for all the days starting on the 8th day of leave. This proration may occur monthly, quarterly, or semiannually. Records must be kept of the Board costs that were returned to the individual.
- Room if the individual is hospitalized or is in a rehabilitation facility for more than 30 consecutive days.

Example of Individual On Vacation 7/1 to 7/19

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 R&B	2 R&B	3 R&B	4 R&B	5 R&B
6 R&B	7 R&B	8 R	9 R	10 R	11 R	12 R
13 R	14 R	15 R	16 R	17 R	18 R	19 R
20 R&B	21 R&B	22 R&B	23 R&B	24 R&B	25 R&B	26 R&B
27 R&B	28 R&B	29 R&B	30 R&B	31 R&B		

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Example of an Individual Hospitalized from 7/1 to 7/31

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 R&B	2 R&B	3 R&B	4 R&B	5 R&B
6 R&B	7 R&B	8 R	9 R	10 R	11 R	12 R
13 R	14 R	15 R	16 R	17 R	18 R	19 R
20 R	21 R	22 R	23 R	24 R	25 R	26 R
27 R	28 R	29 R	30 R	31 N/A		

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More FAQs



FAQ: Room and Board for Children

“Do children need a Room and Board Agreement?”

Answer: Yes, Room and Board Agreements document the Room and Board costs AND provide the individual with protections.



FAQ: Rent Rebates

“How are Rent Rebates handled?”

Answer: As written in the Room and Board Agreement: "In addition to the room and board amount listed in this agreement, the individual also agrees to pay the provider agency any money received through Pennsylvania's Rent Rebate Program. The provider agency will deduct the value of the rent rebate from the actual documented room and board costs of individual's residence.



Reminder §6100.50:
“ Written, oral and other forms of communication with the individual, and persons designated by the individual, shall occur in a language and means of communication understood by the individual or a person designated by the individual.”

Resources

- Regulations for Room and Board: [55 Pa. Code § 6100.681-694](#)
- [Bulletin 00-25-01](#) Room and Board for Individuals Enrolled with ODP
- DP 1077 Residency Agreement ([forms list](#))
- [Room and Board Training: For Individuals and Families](#)
April 3, 2025, 11:30 – 1 PM
- For questions, please email your appropriate ODP Regional Office.

