

# MANHATTAN FAMILY & PROVIDER INFORMATION COMMITTEE

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## Family Reimbursement

April 23, 2025



Manhattan Developmental Disabilities Council

# What is Family Reimbursement?

Family Reimbursement, Family Support Services (FSS) is available to families to enhance family unity and ability to provide in-home care to their family members with an intellectual or developmental disability.

Funding may only be provided after families have sought funding through all other funding sources. This is a program of last resort.

[Safety Net Service](#)

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# ADM

**Administrative Directive Memorandum** (ADM) sets forth the requirements for the New York State Office for People with Developmental Disabilities' (OPWDD) Family Support Services (FSS) Family Reimbursement program.

The Family Reimbursement ADM contains:

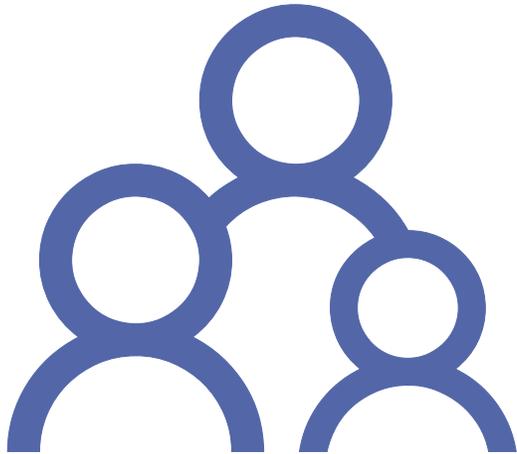
- Eligibility requirements
- Roles and responsibilities of FSS provider agencies, individuals/ families
- Outlines how to request and process FSS reimbursement.

The Family reimbursement ADM has been revised, effective **July 1, 2022**

**Let's discuss what you need to know.**

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# Eligibility



To be eligible for consideration for FSS reimbursement, individuals must:

1. Have established eligibility for OPWDD services; and
2. Reside with one or more family members (i.e., biological, adoptive, or extended family or caregiver in the absence of biological, adoptive or extended family). Eligible individual may be head of household and reside with their children.
3. Funds available in all 5 boroughs

# Spending Cap

Families may apply for up to **\$3,000** of FSS reimbursement funds per contract year  
(unless the individual has Self-Direction)

Families can apply more than once up until they reach the cap

Contract years run from:

- **July 1st – June 30th for New York City (Region 4)**

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A large, 3D-rendered number '3,000' in a dark blue color, positioned centrally between two horizontal lines. The number has a slight shadow beneath it, giving it a three-dimensional appearance.

# Requirements for the FSS Reimbursement Program:

- ✓ **Completed application**
  - ✓ **Verification of OPWDD eligibility (LP and LOC, NOD or Psychological)**
  - ✓ **Verification that the individual resides with family/ caregiver**
  - ✓ **Receipts for the items/services to be reimbursed (Dated w/in Fiscal Year) Proof of Payment (bank statements) for online purchases are required.**
  - ✓ **Medicaid denial letters (for items that can be funded by Medicaid or any insurance)**
  - ✓ **Medical justification letter by a licensed medical practitioner**
  - ✓ **Explanation of need**
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# Requirements for the FSS Reimbursement Program cont.

- ✓ For those that are enrolled in a Care Management Service (FSS and Provider) must be listed in Section V of the Life Plan.
- ✓ In addition, CM must explain the need for the service in Section I (Assessment In Narrative Summary).

# Self Direction

Self Direction (SD) FSS must be listed in **Contracted Services** category along with the provider agency and cap.

**The request and approval process is the same.** FSS reimbursement may be accessed while the individual is waiting for their Self-Direction budget to be approved.

Must include FSS in their Self-Direction budget and FSS reimbursement is counted towards their total **Personal Resource Account** (PRA). Therefore, individuals who self-direct cannot receive FSS reimbursement outside of their Self-Direction budget.

Individuals who self-direct their services can be reimbursed via **Individual Directed Goods and Services** (IDGS), Other Than Personal Services (OTPS), or FSS. Individuals must seek to be reimbursed via IDGS first. If the goods/services cannot be funded under IDGS, the individual must then explore other funding mechanisms, such as OTPS and Family Reimbursed Respite (FRR), prior to requesting FSS reimbursement.

# Eligible Goods and Services

## **Emergency Reimbursement**

Once Per category Per Lifetime or Limited Basis

- **Rent, Pest Control**
- **Utilities**
- **Food**
- **Clothing**
- **Durable medical goods**

Documentation substantiating the need (e.g., eviction notice, letter of justification from Care Managers, verification of service by exterminator);

# Eligible Goods and Services

## **Clothing**

Eligible expense only if related to the intellectual/developmental disability (I/DD) (e.g., excessive chewing, destruction due to behavior or urination) as clinically indicated in a medical justification letter.

Ex. Prader-Willi (PRAH-dur VIL-e) syndrome, Pica, Sensory Sensitivity

## **Mattresses and mattress covers (every 2 years, must be medically justified)**

## **Durable Medical**

Covers durable medical equipment that is not covered by insurance and only considered after all other funding sources and programs have been exhausted. Examples include Wheelchairs, Walkers, Mattresses, Furniture, Commodes, Shower Chairs, Orthotics etc.

## **Legal fees related to guardianship and special needs trusts**

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# Eligible Goods and Services

## **Camp**

NYS camps ONLY, request requires camp operating permit issued by the New York State Department of Health and/or Local Department of Health pursuant to Subpart 7 of the New York State Sanitary Code (see 10 NYCRR Subpart 7).  
Overnight Camp Limited to 14 days, Excludes all HCBS Waiver Camps

## **Recreation programs and Therapeutic Classes**

horseback riding/ swimming /art/dance & movement /music/karate/

## **Electronic devices (Requires Medical Justification Letter)**

Requires clinical justification for electronic devices (e.g., laptop, tablet, GPS). The clinical justification must specify how the device will be used (i.e., applications or programs used and for what purpose). Augmentative and alternative communication devices.

Individuals are limited to reimbursement of no more than one electronic device every three years

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ADAPT Community Network  
<https://adaptcommunitynetwork.org/>

AHRC  
<https://www.ahrcnyc.org/>

CFS – Center for Family Support  
<https://www.cfsny.org/>

CRSC - Community Resources & Services for Children (CRSC)

Esperanza  
<https://esperanzacommunity.org/>

GHO – General Human Outreach  
<https://ghoinc.org/>

NYSID – New York State Institute on Disability  
[jtripodi@nysidinc.org](mailto:jtripodi@nysidinc.org)

QSAC – Quality Services for the Autism Community  
<https://www.qsac.com/>

OHEL  
<https://www.ohelfamily.org/>

Sinergia  
<https://www.sinergiany.org/>

YAI  
<https://www.yai.org/>

A red pushpin is stuck into the center of a clock face. The clock face is light blue with black numbers and hands. The text 'APPLY TODAY' is written in white, serif, all-caps font across the center of the image, partially overlapping the pushpin. A thin white horizontal line is positioned below the text. The background is a light blue gradient with dark blue triangular accents in the top-left and bottom-right corners.

APPLY TODAY

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