



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF

BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

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April 24, 2019

From: Mindy Conley, LCSW  
Director of Community Integration  
DBHDS

Re: Guidance for individual income contributions and use of DAP

In accordance with the requirement for utilizing other funding sources prior to the use of DAP funds (Discharge Assistance Program Administrative Manual page 7), individuals receiving DAP support must maximize their personal income contribution toward the costs of their service and living expenses.

**For individuals living in independent placements, PSH, group home and sponsor homes:**

The individual's required contribution should be determined by reviewing their total income and expenses. Included in the review are: relevant expenses related to housing, utilities, food, services and any other necessary expenses. Individual income and other financial resources shall be utilized for these expenses, leaving the individual up to \$100 monthly of discretionary ("spending") money. In group homes, sponsor homes, and similar residences, services included in the residential cost (such as meals) should not be deducted from income. After deducting the amount of the individual's contribution and costs reimbursed by healthcare coverage, any remaining living expenses and service costs *may* be eligible for DAP coverage. Reminder: DAP cannot be used for spending money and is not considered "income."

**For individuals in Assisted Living Facilities (ALF) or Nursing Home (NH) placements:**

The expected individual contribution should be determined by reviewing the individual's income and subtracting \$82 (if living in an ALF) or \$40 (for NH residents) for personal needs and spending. The remainder of the individual's income will be used to cover costs related to services and supports. After maximizing contributions from the individual and from any other resources, they *may* be eligible for DAP funds to pay uncovered living and service expenses.

22VAC30-80-40 outlines what is included in the personal needs allowance:

A. The individual's personal needs allowance (spending money) is expected to cover the cost of the following items and services:

1. Clothing;
2. Personal toiletries not included in those to be provided by the provider or if the individual requests a specific type or brand of toiletry;
3. Personal items including tobacco products, sodas, and snacks beyond those required in subdivision 1 c of [22VAC30-80-30](#);
4. Hair care services;
5. Over-the-counter medication, medical copayments and deductibles, insurance premiums;

6. Other needs such as postage stamps, dry cleaning, laundry, direct bank charges, personal transportation, and long distance telephone calls;
7. Personal telephone, television, or radio;
8. Social events and entertainment offered outside the scope of the activities program; and
9. Other items agreed upon by both parties except those listed in subsection B of this section.

B. The personal needs allowance shall *not* be required to cover the following:

1. Recreational activities that *licensing regulations* require the provider to make available (including any transportation costs of those activities);
2. Administration of accounts (bookkeeping, account statements);
3. Debts owed the provider for basic services required in regulations; or
4. Provider laundry charges in excess of \$10 per month.

Any individual exceptions to the above limits must be well documented and approved on a plan-by-plan basis by the RUMCT and its DBHDS representative.