

Notice of Instruction

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West Central Florida
Area Agency on Aging, Inc.



Assistance. Advocacy. Answers on Aging.

Notice of Instruction Number: #020612 – HCE Special Subsidy Clarification - kp

TO: All Lead Agencies

FROM: Katie Parkinson, Director of Program Management

DATE: February 10, 2012

SUBJECT: Technical Assistance Regarding the use of HCE Special Subsidies

In response to questions raised regarding HCE Special Subsidies and the time limit clause found in the DOEAs Program and Services Handbook (see Chapter 7, HCE, page 7-31); WCFAAA is issuing this Notice of Instruction (NOI).

The purpose of this NOI to provide WCFAAA's Lead Agencies with clarification on the process for the authorization and reimbursement of caregiver purchases through Home Care for the Elderly (HCE) Special Subsidy payments.

Please ensure staff is aware of and complies with the requirement that the caregiver must submit authorized and allowable HCE special subsidy requests for reimbursement to the Lead Agency within 30 days of purchase. The reimbursement submission by the caregiver is to include the original receipt.

- There are no exceptions to the 30-day requirement provided for in the handbook.

The client's care plan must authorize the special subsidy purchases prior to payment and reimbursement must not be available to the client through Medicare, Medicaid, and/or the Veteran's Administration. Additionally, the Lead Agency is responsible for reimbursing the caregiver within 60 days following the submission of the original receipt for authorized services.

Thank you for your continued commitment to Florida's elders. Should you require additional program information, please contact your WCFAAA Program Manager.