

AIM OTPS Reimbursement Chart

OTPS Category

Requirements for Reimbursement

Phone Service

1. Dates of service
2. Cost of service
3. Phonenumber identified on bill (landline divided by adults in the household)
 - a. Taxes/fees applied to individual phonenumber
4. Proof of payment- auto pay qualifies as proof of payment

*AIM cannot pay for insurance or accessories

Internet

1. Dates of service, cost of service
2. Reimbursement Calculation: cost of internet/adults in the household= Total Reimbursement
3. Proof of Payment - auto pay qualifies as proof of payment

Software related to individual's disability

1. Must pass 4 OTPS criteria and be directly related to a VO
2. Must prove that Adaptive Technology Waiver was approached (If item can be covered under waiver)
3. Cannot be educational based
4. Itemized receipt and proof of payment

Staff activity fee

(AIM does not reimburse for tips)

1. Itemized receipt for activities out in the community not for activities in the home, grocery, or convenience store shopping and/or projects that require supplies.
2. Proof of payment

*Staff must be on the clock and provide notes if providing Com Hab supports

Staff advertising / Recruitment

1. Itemized receipt
2. Proof of payment

Staff training

1. Itemized receipt
2. Proof of payment
3. Proof of the training attended

Personal Use Transportation

(AIM does not reimburse PUT for Family Tips for minors)

1. Must pass all 4 OTPS guidelines
2. Personal Use Transportation is submitted directly in the eVero platform

AIM OTPS Training Chart

OTPS Category

Requirements for Reimbursement

<p><u>Clothing</u></p> <p>\$250 cap</p>	<ol style="list-style-type: none"> 1. Itemized receipt 2. Proof of payment <p>*Accessories or supplies cannot be reimbursed</p>
<p><u>Board Stipend (Food Subsidy)</u></p>	<ol style="list-style-type: none"> 1. Annual proof of SNAP application (Award/Denial Letter can be utilized) 2. Itemized grocery receipt with proof of payment (AIM can't reimburse for food paid for with SNAP benefit) 3. We cannot pay for any non-food items or bottle deposits
<p><u>Utilities</u></p>	<ol style="list-style-type: none"> 1. Annual proof of HEAP Application (Award/Denial Letter can be utilized) 2. Dates of service, cost of service 3. Complete the equation (cost of utilities/adults in the household=reimbursement) 4. Proof of payment- auto pay qualifies as proof of payment
<p><u>Other Goods and Services that Increase Independence</u></p>	<ol style="list-style-type: none"> 1. Proof of payment 2. Itemized receipt 3. Must be directly related to a valued outcome and pass 4 OTPS criteria 4. If another funding source exists (Environmental or Adaptive Technology Waivers) proof of denial must be provided
<p><u>Other Goods and Services Related to Health and Safety</u></p>	<ol style="list-style-type: none"> 1. Proof of payment 2. Itemized receipt 3. Must be directly related to a valued outcome and pass 4 OTPS criteria 4. If another funding source exists (Environmental or Adaptive Technology Waivers) proof of denial must be provided

Please note the budget must be effective and line item must be open and prior to the date of purchase

For any item or service to be approved for OTPS funding in any category, it must pass ALL of the following four tests:

1. Be related to a valued outcome in the person's plan
2. Increase the person's independence and/or health and safety
3. Not be an OTPS excluded item (see page 29 of the SD Guidance)
4. Not be funded through any other source

**Please note the below information from NYS OPWDD Self-Direction Guidance
outlining OTPS excluded items list (located on page 30-31)**

* In general, landline, internet, clothing, utilities, and board stipend expenses are not reimbursable in OTPS for children under 18 years old where parents are responsible for these costs. Exceptions may be granted by the Developmental Disability Regional Office (DDRO) in cases where justification for a specific need is established (e.g., the family would not otherwise have internet in the home but it is necessary to support a technology system utilized by the FI and self-hired staff).

Items Excluded From OTPS

OTPS cannot be used to pay for certain excluded items. Excluded items include, but are not limited to:

- Medical visit co-pays
- Any expenses related to hospitalization or nursing home stays (including staff or respite supports or family expenses)
- Any illegal item or activity
- Cable television
- Common household supplies (e.g., paper towels, wipes, soap)
- Treatments that are experimental in nature
- Repairs, like a broken step or railing, as they should be covered under the lease or are the responsibility of the home owner
- A self-directing person's activity fees or related supplies for an activity or community class, even if funded through Individual Directed Goods and Services
- Rental cars (this OTPS exclusion does not apply to vehicles leased in the participant's name)
- Vehicle purchases, payments towards a purchased vehicle
- Legal fees
- OTPS cannot be used to apply against housing costs in excess of housing subsidies. If a person's rent is in excess of allowable housing subsidies, this will have to be reimbursed with the person's or the family's own resources.