



OTPS Category	Requirements for Reimbursement
Phone Service	<ol style="list-style-type: none"> 1. If landline: Cost of phone line itemized on bill (cost of phone line/adults in the household= reimbursement) 2. If cell phone: Phoneline identified on bill and equation followed for all taxes/fees on the phone plane (Taxes & Fees/ # of lines= Percentage of fees covered) Total Cellphone Line Reimbursement Equation (% of Fees Covered + Line costs = Total Phone Reimbursement) 3. We can't pay for insurance and accessories 4. Dates of service, cost of service 5. Proof of payment- auto pay qualifies as proof of payment
Internet	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Must pass 4 OTPS criteria and be directly related to a VO 2. Must prove that Adaptive Tech. 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	<ol style="list-style-type: none"> 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 advertising/ Recruitment	<ol style="list-style-type: none"> 1. Itemized receipt 2. Proof of payment
Staff Training	<ol style="list-style-type: none"> 1. Itemized receipt 2. Proof of payment 3. Proof of the training attended
Personal Use Transportation AIM does not reimburse PUT for Family Trips for minors.	<ol style="list-style-type: none"> 1. Must pass all 4 OTPS guidelines 2. Personal Use Transportation is submitted directly in the evero platform.



Clothing \$250 cap	<ol style="list-style-type: none"> 1. Itemized receipt 2. Proof of payment
Board Stipend (Food Subsidy)	<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
Utilities	<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
Other Goods and Services that Increase Independence	<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.
Other Goods and Services Related to Health and Safety	<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.

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