

Frequently Asked Questions

Enhanced Services Stipend FAQs:

1.

Q: Is a “claim” the type of service?

A: Yes, a “Claim” = each service provided to a client under one or more of the following categories:

- Remote areas
- Underserved areas
- Service delivery time during non-working hours (evenings, weekends, and holidays)
- Culturally and linguistically diverse

2.

Q: How many categories can be claimed?

A: Up to three of the four categories listed above can be claimed on each claim form.

3.

Q: What is considered a remote area?

A: A service location that has a drivetime of 45 minutes or more from the provider’s home, is considered to be remote. Below is a list of some areas that have been identified as remote however it is not comprehensive.

- Colusa County: College City, Colusa, Williams, Maxwell, Grimes
- Nevada County: North San Juan, Downieville, Smartsville
- Placer County: Alta/Dutch Flat, Emigrant Gap, Colfax, Meadow Vista, Foresthill, Sheridan
- Sutter County: Rio Oso, Nicolaus, Robbins, Pleasant Grove
- Yolo County:
Esparto, Madison, Yolo, Knights Landing, Dunnigan, Arbuckle, Guinda, Brooks
- Yuba County: Wheatland, Loma Rica, Brownsville, Dobbins, Oregon House, Beale AFB, Yuba City, Marysville

4.

Q: What areas are considered underserved?

A: We have identified the following areas and zip codes as underserved.
Marysville, Olivehurst, Linda, Plumas Lake, Wheatland; Yuba City, Live Oak
95660, 95673,95692,
95811, 95815, 95816, 95835, 95838, 95842
95901, 95903, 95953, 95959, 95961, 95977, 95991, 95993.

ACRC will verify via DDS low to no POS listing.

5.

Q: What hours are considered non-working hours?

A: The hours before 8:00 am and after 4:30 pm Monday - Friday qualify as non-working hours. Also included in non-working hours are Saturdays, Sundays, and Federal Holidays.

6.

Q: Does working on a holiday, i.e. Veterans Day, meet the criteria for non-working hours?

A: Yes, services provided on Federal Holidays qualify as non-working hours.

7.

Q: In order for a service to count as a non-working hours claim does the entire session have to occur during non-working hours or can it still be claimed if only a portion of the session occurs during non-working hours?

A: The entire session can be claimed if any portion of the service is provided during non-working hours. For example, if a session started at 4:00 pm and ended at 5:30 pm, this service counts as a claim.

8.

Q: What are the criteria for determining the culturally/linguistically diverse population?

A: Linguistic diversity is based on services provided proficiently in a language other than English. The use of an interpreter to provide services to a child and family is allowable. Cultural diversity would include a cultural match between the provider and the family, such as a provider with roots in Ukraine, serving a family from Ukraine.

9.

Q: Are there service providers who do not qualify for stipends? For example, can an interpreter/translator get the Cultural and Linguistic Staff Stipend or the New Vendorization Stipend?

A: No, interpreter, translation, or psychologist service providers serving Early Start clients are not eligible for these stipends.

10.

Q: Are stipends available for virtual services/teletherapy?

A: No, virtual services/teletherapy do not qualify for the stipend. As per the adjustments on 11/28/22, all claims must be for in-person services.

11.

Q: Does a claim have anything to do with # of hours or sessions?

A: No, # of hours or sessions is not factored in. A vendor may bill a max of 2 claims per month for the same client. A claim is the service that is provided. The length and number of sessions have no bearing on the claim.

12.

Q: Is there a limit to the number of claims that can be submitted?

A: Yes, there is a limit of 50 claims per vendorization.

13.

Q: If I am limited to 50 vendorizations, does this mean 50 for each vendor number?

A: No, the cap of 50 per "vendorization" means an entity or company. The calculations the funding was approved by was based on these entities, not individual vendor numbers.

14.

Q: If services are rendered to the same client across multiple months, can a claim be submitted for each month for the same client?

A: Yes, 2 claims per client can be submitted each month after 11/8/22.

15.

Q: How far back can claims go?

A: The effective date is 11/8/22. All services rendered must occur after 11/8/22.

16.

Q: Can claims from multiple months be submitted after that time has passed?

A: Yes, as long as funds have not been exhausted, you can submit individual claims from any qualifying POS after 11/8/22. Note: Monthly claim submission is encouraged.

17.

Q: By what date do claims need to be submitted for stipends?

A: All final and complete claim information must be submitted by 12/10/23, in order to receive the stipend. We encourage submitting claim forms on a monthly basis.

Note: All claims submitted after funds are exhausted, will not be processed.

18.

Q: Do evaluations/assessments qualify for claimed services?

A: Yes, as long as a service falls under one of the approved claim categories you can submit a claim for this service after billing for this service.

19.

Q: On the Enhanced Vendor Service Stipend claim form, if 2 claims are billed for the same child for 2 different dates of services can they be submitted on the same claim form?

A: No, a separate claim form must be submitted for each date of service.

20.

Q: When submitting multiple claims, can they be combined into one pdf or must they be sent as separate files?

A: Yes, multiple claims can be combined into one pdf for submission.

21.

Q: Is the DDS discontinuing remote services for Early Start Services?

A: The recent DDS Directive does not discontinue remote services for Early Start services. Service Coordinators (SC) are to accommodate the family. If the family would like to meet with their SC in person, the SC will accommodate. If the family prefers to meet remotely, the SC will accommodate that as well.

22.

Q: Does this stipend only apply to claims already paid by ALTA? Must claims be submitted for the stipend only after billing for services?

A: Yes, claim forms must be submitted after the services with corresponding authorization numbers have been billed. A POS authorization must exist before any services are provided.

23.

Q: On the form, what should be entered for “service location”?

A: The service location refers to the physical location where the service is provided. E.g. Family home, park, library, or another natural environment.

24.

Q: On the form what name should be entered for “Service Staff”

A: The correct entry is the name of the therapist providing the service.

25.

Q: Where should claim forms be submitted?

A: All claims should be submitted to the following email address: lsingh@altaregional.org
This email address is provided on the claim form.

26.

Q: Is the idea that this may become permanent (after the stipend runs out) if it proves successful and helps more clients obtain services?

A: Yes, there is potential for this project to go statewide if it shows that it has improved {increased} the services to clients in remote and underserved areas and meets the needs of families.

Cultural and Linguistic Staff Stipend FAQs:

27.

Q: Can a claim form be submitted for sessions where an interpreter or translation has been used even if the session is virtual?

A: No, only in-person sessions conducted in the client’s primary language are eligible for the culturally and linguistically diverse category for the vendor stipend.

28.

Q: Do Spanish-speaking staff and interns both qualify for this stipend?

A: Spanish-speaking staff who provide in-person services in Spanish to Spanish-speaking families do qualify for the stipend, however, Spanish-speaking interns do not qualify.

29.

Q: If a vendor, uses an interpreter for a client who speaks a foreign language and the vendor speaks English, does this qualify for the stipend since the session is being conducted proficiently in the child's primary language via the interpreter?

A: Yes, this qualifies for the culturally and linguistically diverse category.

New Hire FAQs:

30.

Q: Can interns, and culturally and linguistically diverse staff, hired before 11/08/22 receive the stipend?

A: No, there will be no retroactive funding for these stipends. Only new staff and interns that were hired on or after 11/08/22 are eligible to receive this stipend. The stipends take effect the day they were presented: 11/8/22.

31.

Q: Does a DHH new hire who is proficient in ASL and uses ASL to communicate in her job eligible for the Culturally and Linguistically Diverse New Hire stipend?

A: Yes, ASL does qualify as a language for a new hire, if the new hire is proficient in ASL and uses ASL in their job.

Internship FAQs:

32.

Q: Do the staff pursuing their BCBA count as interns?

A: If you have an MOU from a University that demonstrates the partnership with your agency as fulfilling an internship, we are happy to review it and make a determination.

33.

Q: Are employees who are pursuing certification from a University (i.e. BCBA) considered interns?

A: No, interns are defined as students (not employees) who are fulfilling an internship requirement for their program or who have a relationship with a University (via an MOU or contract with the vendor)

34.

Q: Are paid interns eligible for this stipend?

A: No, Under the ARPA Part C funding an intern cannot be employed by your agency.

35.

Q: If internships must be unpaid to qualify for the stipend why does the budget planning form provide a line for hourly wages?

A: On the budget planning form the internship stipend needs to be broken down into an hourly wage for calculation purposes.

36.

Q: What amount should be entered on the hourly wage line on the budget planning form?

A: To calculate the hourly wage, start with the flat amount of the stipend that the intern will be paid after the internship is completed, and divide it by the total number of hours the intern will complete.

Example: Stipend Amount = \$4,000 The intern will work 38 hours per week for 10 weeks = 380 hours $\$4000 \div 380 = \10.53 per hour.

37.

Q: What other expenses can be submitted on the Internship Budget Form?

A: Supervisors' hours can be submitted on this form, as well as any benefits the intern will be receiving. If you have other expenses please include them for approval.

38.

Q: Where are supervisor hours entered?

A: On the Internship Budget Planning form write Supervision on the *Other: Please describe* line in section D.

39.

Q: How is the hourly wage determined for Supervisors?

A: To calculate the hourly wage for supervision start with the supervisor's total salary per year \$80,000/year. The cap allowable for supervision is 10%, which would be \$8,000.

$\$8,000 \div 52$ (weeks) = \$153.85/week $\div 40$ hours = \$3.85/hour. This amount is entered as the hourly wage on the *Other* line where Supervision is written as the description.

40.

Q: Will we receive a grant award letter for the purposes of encumbering funds?

A: No, Section E of the Budget Planning Form will be completed by our fiscal department and will serve as your approval of funding.