



OAC 5123:2-3-18: Calculation of Room and Board Payment for an Individual Residing in a Residential Facility

The purpose of this rule is to identify components of room and board and to establish standards and procedures for determining the amount of retained earned and unearned income of an individual and the amount of room and board payment for which an individual is responsible when residing in a residential facility other than an intermediate care facility for the mentally retarded (ICF/MR).

Key Points

- The rule applies only to individuals receiving waiver services who reside in a facility licensed by the Ohio Department of MRDD.
- This rule does NOT apply to individuals who reside in an intermediate care facility for the mentally retarded (ICF/MR).
- The definition of “Room and Board” was added to the rule. The definition states:
 - **Room and Board means the following items, costs, and/or expenses, which are 1) not reimbursable through Medicaid, 2) allowable expenses incurred by the Licensee in order to provide needed supports and services to an individual residing in a licensed facility.**
 - **The total amount of monthly room and board cost attributable to each individual shall be based upon 1) available resources of the County Board, 2) shall be identified in a written contract between the Licensee and the County Board and 3) shall be available for review by the department.**
 - **The room and board amount shall be reviewed at least annually and amended as necessary.**
 - **Room and board includes the Licensee’s actual and reasonable cost of administration related to property management and the purchasing of goods and services.**
- Room and Board needs, specific to each individual, shall be determined based on the information provided by the individual/guardian, licensee and the county board.
- The rule allows for the following items to be included in the definition of “room and board” when the item is determined to be needed. (See specific definitions of each category in the rule):
 - Supplies and Household Goods
 - Utilities
 - Food
 - Housing
- Needs should be ensured through the team process.

RESPONSIBILITIES

- Responsibilities of the County Board
 - The County Board and Licensee shall provide sufficient information to each other in order to determine reasonable and appropriate room and board expenses.
 - The County Board shall identify assets, resources, and alternatives available to the individual to pay for or provide services required by the individual to meet room and board expenses. (ie: food stamps, Metro Housing, HUD Housing, utility assistance programs, etc.)

- Responsibilities of the Licensee
 - The Licensee and the County Board shall provide sufficient information to each other in order to determine reasonable and appropriate room and board expenses.
 - The Licensee is responsible for calculating and documenting the sum of the individual's earned and unearned income available for room and board (See Scenarios).
 - If the amount available is less than the contracted room and board costs for the month, the Licensee shall be paid the entire amount of the individual's earned and unearned income available for room and board (See Scenarios).
 - The Licensee shall then bill the County Board for the balance of the room and board costs in accordance with the contract.
 - If the amount available is more than the contracted room and board costs for the month, the individual shall pay the Licensee the entire cost of the room and board.
 - Any earned or unearned income in excess of the room and board cost shall be retained by the individual and shall be documented by the Licensee in accordance with rule 5123:2-3-14 of the Administrative Code.

- Responsibilities of the Individual, Guardian and/or Payee
 - The Individual, Guardian, and/or Payee must provide the Licensee and/or County Board with information pertaining to the individuals earned and unearned income.
 - The Individual, Guardian, and/or Payee is responsible for paying the Licensee the amount owed, if any, for room and board in a timely manner.

ROOM AND BOARD CALCULATIONS

- Individuals shall retain a minimum of \$75.00 of earned and unearned income.
- The following calculation must be used to determine the portion of room and board that is the responsibility of the individual:
 - Unearned Income - \$75.00 = Total countable unearned income
 - Earned Income - \$100.00 + ½ of any earned income over \$100.00
- Scenario # 1: Individual with No Earned or Unearned Income
 - When an individual receives no earned or unearned income in a month, the County Board shall be responsible to provide the individual with the minimum monthly allowance of \$75.00.
 - The County Board shall be responsible for paying the Licensee the amount owed to the Licensee for room and board based on the contract adjusted for earned and unearned income of the individual using the above calculation. If the individual's earned and unearned income equals zero, the County Board shall pay the Licensee the total amount of room and board based on the contract.
 - Room and Board amount based on the contract = \$500.00
 - Minimum monthly allowance = \$75.00
 - Individual's contribution to Room and Board = \$0.00
 - Amount owed to Licensee by County Board = \$575.00
- Scenario # 2: Individual with Earned or Unearned Income Less than the Room and Board Amount
 - When an individual receives earned and unearned income in a month, that is less than the room and board amount identified in the contract, the entire amount of the individual's earned and unearned income available for room and board shall be paid to the licensee.
 - The balance of the room and board cost shall be billed to the County Board by the Licensee in accordance with the contract.
 - Room and Board amount based on the contract = \$500.00
 - Minimum monthly allowance = \$75.00
 - Individuals Unearned Income = \$475.00
 - Individuals Earned Income = \$150.00

Unearned Income	\$475.00
Minus Minimum Monthly Allowance	<u>75.00</u>
Total Unearned Income Available for Room & Board	\$400.00
Earned Income	\$150.00
Minus First \$100.00 which Belongs to Individual	<u>100.00</u>
	50.00
Divided by ½	<u>/ .50</u>
Total Earned Income Available for Room & Board	\$ 25.00
Total Room & Board	\$500.00
Total Earned and Unearned Income Available for Room & Board	<u>425.00</u>
Total Billed to County Board	\$ 75.00

- Scenario # 3: Individual with Earned or Unearned Income Greater than the Room and Board Amount

- When an individual receives earned and unearned income in a month, that is greater than the room and board amount identified in the contract, the individual shall pay the entire cost of the room and board to the Licensee.
- Any earned and unearned income in excess of the amount paid for room and board for the month shall be retained by the individual.
- Room and Board amount based on the contract = \$500.00
- Minimum monthly allowance = \$75.00
- Individuals Unearned Income = \$875.00
- Individuals Earned Income = \$150.00

Unearned Income	\$875.00
Minus Minimum Monthly Allowance	<u>75.00</u>
Total Unearned Income Available for Room & Board	\$800.00
Earned Income	\$150.00
Minus First \$100.00 which Belongs to Individual	<u>100.00</u>
	50.00
Divided by ½	<u>/ .50</u>
Total Earned Income Available for Room & Board	\$ 25.00
Total Earned and Unearned Income Available for Room & Board	\$825.00
Total Room & Board Paid to the Licensee by the Individual	<u>500.00</u>
Total Retained by the Individual	\$325.00

- Food stamps are counted as unearned income, but are maintained by the individual and may be used by the individual and/or Licensee to offset food costs calculated in the Room and Board rate.
- An Excel Spreadsheet is available from ODMRDD to assist County Boards, COGs, Individuals/Guardians, and/or Licensees in completing the above calculations.