



Developmental Disabilities Administration

Low Intensity Support Services (LISS) Program

Guide to LISS Fiscal Year 2025

Information in this guide may be changed by the Developmental Disabilities Administration (DDA) to make sure you get quality services. This guide does not guarantee funding.

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Welcome

The Developmental Disabilities Administration (DDA) thanks you for your interest in its Low Intensity Support Services (LISS) Program. The DDA supports people with intellectual and developmental disabilities to control their own lives and services.

The DDA wants everyone to be able to live, love, learn, work, play in the community, and go after their hopes, dreams and goals. The DDA wants people with intellectual and developmental disabilities and their families to have the support they need and want to make this happen.

The LISS Program:

- Supports people on the DDA Waiting List and people who do not receive any support from the DDA.
- Is flexible to meet the needs of children and adults.
- Provides up to \$2,000 to help children and adults purchase approved services and items to address their needs.

The LISS Program has a **two-part application process:**

1. Random Selection Application (more information on page 7).
2. Service Eligibility Application (more information on page 11).

This guide provides applicants with the information they need to complete their application. The information is very important. Please review the entire guide. You can find the guide on the LISS Program Contractor's website and the [DDA LISS webpage](#).

For more information about the DDA, please visit health.maryland.gov/dda or contact your DDA Regional Office.

If you have any questions or need help to complete the applications, please contact the LISS Program Contractors. The LISS Program Contractors are listed on page 8. They are happy to help you.

Words to Know

Applicant: A person who needs the LISS program services or supports and completes or has a Random Selection Application submitted for funding.

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Approval: The application was selected, reviewed, and met the criteria for eligibility to receive funding for the requested service or item.

DDA Waiting List: The DDA Waiting List is a list of children and adults with developmental disabilities who are waiting for funding from the DDA for home and community-based services.

Denial: The application was not approved for LISS Program funding.

Estimate or Quote: An approximation of the cost of a program, project, or operation that includes the name and address of the business, dates of service and the cost from a vendor.

Family: A family member who resides with the eligible person and can be any of the following:

- Spouse
- Biological, adoptive, or foster parent
- Guardian
- Sibling
- Grandparent
- Other related next of kin

Fiscal Year: The State government operates on a fiscal year calendar that runs from July 1 of the current year through June 30 of the next year. The LISS Program follows this fiscal year calendar.

Invoice: A document that describes the goods and services that have been, or will be, rendered to the LISS program applicant/parent or legal guardian, and the cost thereof, and contains certain minimum information as required by this LISS Program Guide. The invoice should generally contain the following information:

- The full name of the LISS Program applicant receiving the service or support.
- The date the invoice was generated and the invoice number.
- A clear indication of whether the invoice is an initial proposal or an estimate of services (i.e., generated before services are rendered after an initial consultation), or a final invoice (i.e., after services have been rendered).
- A description of services that have been or will be rendered. The description of services must be detailed enough to clearly identify specific components of the services that have been or will be rendered to the LISS Program applicant by the vendor.
- The proposed or actual date(s)/hour(s) on which services have been or will be rendered.
- The rate of pay: the total amount of proposed or actual cost of services to be paid and the term in which to pay.

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Independent Contractor: A person who is hired by the applicant/parent/legal guardian to provide a service and may not be a state-registered vendor. Example: A neighbor or friend.

Legal Guardian: A person who has been appointed as guardian of the person or property of the LISS Program applicant by an order of a court of competent jurisdiction.

Letter of Recommendation: The document completed by a Maryland licensed medical/dental/mental health professional who recommends a specific medical/dental/mental health-related service, prescription drugs, therapies or item. This form **must not** be completed, signed or dated by the applicant/parent/legal guardian. Incomplete or missing information may result in a denial of funding for the LISS-eligible service, support, or item.

Not Selected: The random selection did not choose an applicant's application for further review.

Online Shopping Cart: An internet printed listing that identifies the items chosen for purchase from a specific website. Specifications such as size/color should also be clearly visible. The printout must contain the final cost, including tax, shipping and handling fees.

Parents: The natural or adoptive persons who have a legal responsibility to the LISS Program applicant.

Random Selection: The electronic system that randomly selects applicants for possible funding.

Reimbursement: The dollar amount provided to the applicant that they spent out of pocket to pay for an eligible service and/or item.

Selected: The random selection chooses an applicant's application for further review. Selection does not mean the applicant is approved.

Timesheets: When requesting services through an independent contractor such as respite, transportation, and/or attendant care, this form is required to remit payment. This form is supplied by the LISS Program Contractor if the service is approved. It must be completed by the independent contractor. It must include the rate of pay (such as hourly or daily) and the total number of hours or days being requested. Example: 40 days at \$50/day = \$2,000 or 100 hours at \$12/hour = \$1200.

Vendor: A person or entity selected by an applicant to provide goods or services funded by the LISS Program. Neither the DDA nor its LISS Program specifically list or endorse persons or entities to serve as vendors. Costs must be responsible and customary.

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W-9: The IRS form used to verify a business or person’s name, address and taxpayer identification number. The W-9 form is called “Request for Taxpayer Identification Number and Certification.”

Applicant Eligibility

Maryland laws and regulations (i.e., [rules](#)) tell us who may be eligible for the LISS Program.¹

You **may be eligible** for the LISS Program if you meet all the eligibility requirements. The requirements are:

1. You are a Maryland resident. You have to provide proof of address (where you currently live) and proof of who you are. To show where you live, you can give a copy of your electric bill or water bill, or your rental lease or mortgage statement.

2. You have an eligible diagnosis. That means you are:

A. Either:

- A child or an adult who is living in your family’s home.
- An adult who is living in your own home.

And

B. You have a developmental disability.

- Examples can be intellectual disability, cerebral palsy and autism. There are many others.
- You will probably have your disability your whole life (that means you were probably born with it or developed it at a young age).

And

C. You are not enrolled in any Medicaid home and community-based services waiver program or receiving any services funded by the DDA. Examples of Medicaid home and community-based services waiver programs are:

- Community Pathways Waiver
- Community Supports Waiver
- Family Supports Waiver
- Community Options Waiver
- Autism Waiver
- Waiver for Individuals with Brain Injury
- Medical Day Care Waiver

¹ Set forth in the Maryland Annotated Code, Health-General Article § 7-717(a) and [Code of Maryland Regulations \(COMAR\) 10.22.14.05](#).

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Please note: This restriction does not apply to applicants enrolled in the Model Waiver program or Medicaid's Rare & Expensive Case Management (REM) Program at the time of the random selection process. This means you may be able to receive services from the Model Waiver or REM Program.

The applicant may be on the DDA's Waiting List and **ONLY** receiving Coordination of Community Services (CCS). However, an applicant is not required to be on the DDA Waiting List or to be receiving CCS services.

3. You were selected through the random selection process.
4. You submitted a complete application by the due date.
5. You did not receive LISS Program funding in Round 1 in the same Fiscal Year.

Please note: If an applicant does not meet any of the above criteria, they are not eligible for LISS Program funding.

Random Selection And Application Information

Funding is limited, so the DDA uses a random selection process to pick who gets support from the LISS Program. This means everyone gets fair and equal access to LISS. If you are interested in this program, you must submit a LISS Random Selection application. You must meet all eligibility requirements to receive LISS. This is the process:

1. The DDA announces when applications will be accepted.
2. Interested people apply.
3. The DDA randomly picks people from all the applications.
4. LISS providers determine if the people picked are eligible for LISS.
5. LISS providers pay for allowable items and services for eligible people.

Random selection happens twice each year, once in the summer and once in the winter. If you are not selected for funding in the summer round, you can apply again for the winter round. Your application **does not** stay in the system or "roll over" to the next selection period. You must apply again.

You can find the electronic Random Selection Application on the Developmental Disabilities Administration's website here: <https://pcis.health.maryland.gov/liss-service/apply>.

Please note: Hard copy Random Selection Applications are not accepted. All submissions must be done online. If you need help to submit the application, please contact your LISS Program Contractor.

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You can **only submit ONE** electronic Random Selection Application online. Once it is submitted, a LISS Program Contractor will review it.

Remember: The information in the Random Selection Application should be about the **person who needs the LISS Program services or supports**. That means if you are a parent or legal guardian, you should not enter your personal information. The information, like name, address, date of birth, and social security number must be the person with a disability.

Random Selection and Application Submission Schedule for FY 2025 (July 1, 2024–June 30, 2025):

Round 1

1. Online access opens on May 1, 2024.
2. Online access closes on June 30, 2024.
3. Random selection will take place on July 17, 2024.

Round 2

1. Online access opens on July 16, 2024.
2. Online access closes on November 30, 2024.
3. Random selection will take place on December 15, 2024.

Note: If you are asking for a service to be paid for, the service must happen during the **current fiscal year**. The current fiscal year is Fiscal Year 2025. It starts on July 1, 2024 and ends on June 30, 2025. This means the service you want the LISS Program to pay for must happen between July 1, 2024 and June 30, 2025.

Note: If you need to change anything on your application, you must contact the LISS Program Contractor. They will tell you what you need to do. Changes cannot increase the cost.

LISS Program Contractors

The LISS Program Contractors are the agencies the DDA contracts with to run the LISS Program. This includes:

- Issuing notices of random selection.
- Reviewing Service Eligibility applications.

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- Determining whether the applicant and the requested items are eligible for LISS Program funding.
- Distributing LISS Program funds.

The LISS Program Contractors are listed below. When applying to the LISS program, please submit your application and documentation to the contractor that covers your county.

If you live in Allegany, Anne Arundel, Baltimore City, Baltimore County, Carroll, Frederick, Garrett, Harford, Howard, or Washington counties, your LISS Program Contractor is Penn-Mar Human Services.



Penn Mar Human Services
 310 Old Freeland Road
 Freeland, MD 21053
 Toll Free: 1.877.282.8202
 TTY: 711
 Fax: 410.357.4767
 E-mail: LISS@Penn-Mar.org
 Website: <http://www.penn-mar.org/liss>

If you live in Calvert, Charles, Montgomery, Prince George’s, St. Mary’s, Caroline, Cecil, Dorchester, Kent, Queen Anne’s, Somerset, Talbot, Wicomico, or Worcester counties, your LISS Program Contractor is Maryland Community Connection.



Maryland Community Connection
 4401 Nicole Drive
 Lanham, MD 20706
 Phone: 301.583.8880
 Toll Free: 1.877.622.6688
 E-mail: LISS@marylandcommunityconnection.org
 Website: <https://marylandcommunityconnection.org/low-intensity-support-services/>

Application Packet Checklist

If you made it through the random selection process, you must now submit more information to make sure you are eligible. This is your Eligibility Application. **These documents must be submitted every year.**

Please Note: The forms can be found on each LISS Program Contractor’s website. The LISS Program Contractor’s information is listed above.

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- Proof of Applicant Identity. More information is on page 11.
- Proof of the Parent or Legal Guardian's identity (for applicants under the age of 21). More information is on page 11.
- Proof you live in the state of Maryland. More information is on page 11.
- Proof of Developmental or Intellectual Disability. More information is on page 12.
- LISS Program Services Eligibility Application. **Complete, sign, and date.** More information is on page 13.
- Invoices, receipts, or online printouts for goods or services. Please see the glossary section on page 4 under "Invoice, Estimate or Quote, and Online Shopping Cart" for more information.
- For Home Modification requests: Proof that you or your family owns the home. This could be a mortgage statement, deed, bill of sale, or a statement from the [Maryland Department of Assessments and Taxation](#).
- Health Insurance Information: Coverage or Non-coverage including co-pay, (for example, the Explanation of Benefits from your health insurance provider). **Please see the service you are requesting to determine if this is required.** The services and the requirements can be found on pages 13-22.
- W-9 Form from the business that will provide the service you want and need. Not every service requires a W-9 form. To find out if you need to submit this form, please see more information about each service. More information about the services and the requirements can be found on pages 11-18. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Please Note: If the above documents are not submitted with your application packet, your application will be delayed. Applications are processed in the order that **completed** application packets are received. Your application will not be considered received until it is complete. Your application will be denied if the LISS Program Contractor requests more information and does not hear back from you. Your application will also be denied if the LISS Program Contractor does not receive the required documents by the due date.

Required Documents: Eligibility Application

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Below is a list of the documents you must submit with your Eligibility Application. They help determine whether you are eligible for the LISS Program. It does not mean you will automatically qualify for the LISS Program. If you do not submit them, you will be denied funding through the LISS Program.

1. **Proof of Identity.** You must provide a copy of one of these things that has your legal first, middle, and last name. It cannot use initials or nicknames. Provide a copy of **ONE** of these things. You do not need to provide more than one:
 - a. Valid [social security card](#) issued by the [U.S. Social Security Administration](#).
 - b. Birth certificate.
 - c. Valid [passport](#) issued by the [U.S. Department of State](#).
 - d. A valid [Permanent Resident Card](#) (i.e., green card) or student visa, issued by the [U.S. Citizenship and Immigration Services](#).
 - e. Valid [military identification card](#) issued by the [U.S. Department of Defense](#).
 - f. Current driver's license or identification card issued by the [Maryland Motor Vehicle Administration](#).

2. **Proof of the Parent or Legal Guardian's Identity. If you are under the age of 21** your parent or legal guardian must provide proof of who they are. Provide a copy of **ONE** of these things. You do not need to provide more than one:
 - a. Valid [social security card](#) issued by the [U.S. Social Security Administration](#).
 - b. Birth certificate.
 - c. Valid [passport](#) issued by the [U.S. Department of State](#).
 - d. A valid [Permanent Resident Card](#) (i.e., green card) or student visa, issued by the [U.S. Citizenship and Immigration Services](#).
 - e. A valid [military identification card](#) issued by the [U.S. Department of Defense](#).
 - f. Current driver's license or identification card issued by the [Maryland Motor Vehicle Administration](#).

3. **Proof you live in the state of Maryland.** To qualify for the LISS Program, you must live in the state of Maryland. The documents below are proof that you live in Maryland. They must be dated within the last 12 months. Provide **ONE** of these things. You do not need to provide more than one:
 - a. A current bill from a utility provider. This could be your water bill or your gas and electric bill.
 - b. A current lease agreement.
 - c. A mortgage statement or proof of home ownership. This could be the deed to your home, the bill of sale, or a statement from the [Maryland Department of Assessments and Taxation](#).

Please note: If you, your parent, or your legal guardian do NOT own the place you live in, you will need to submit a statement from the owner. You will also need to provide **ONE** of the documents above with his or her name.

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Please note: If you do not have a utility bill, lease, or mortgage information, you may provide two of the following documents: Mail or benefits statement from a federal, state, or local government agency; checking, savings, financial account or collection agency communication; MVA registration card or title; insurance car/policy; credit card statement; copy of federal or MD income tax return filing; or medical or hospital bill.

Please note: Bank statements and Individual Education Programs (IEP) are NOT proof of who you are or where you live.

4. **Proof of Disability.** To qualify for the LISS Program, **you must have a developmental disability.** Examples can be intellectual disability, cerebral palsy and autism. There are many others. **Your disability is a physical or mental disability, or both.** You cannot just have a mental illness. **You will probably have your disability your whole life (that means it is chronic).** Below is a list of things that prove whether you meet this definition as described in Maryland State law. Provide **ONE** of these things. You do not have to submit more than one:
 - a. A letter written by a medical professional licensed in Maryland. This must include all of your diagnoses **AND** a statement that you have an intellectual or developmental disability. If the letter is not clear, the LISS Program Contractor will request additional information to prove your intellectual or developmental disability. Those will need to be completed by the medical professional.
 - b. An Individualized Educational Program (IEP) that has been approved within the last three years and includes the identification of an intellectual or developmental disability.
 - c. A letter from the Developmental Disabilities Administration (DDA) that says you are eligible for services. This is called an Eligibility Determination Letter. The Eligibility Determination Letter includes eligibility categories. The DDA eligibility categories are Developmental Disability, Supports Only, and Not Eligible.

Please note: A learning disability, emotional disability, attention-deficit/hyperactivity disorder (ADHD), and developmental delay, by itself, may not meet the LISS Program requirements. If your diagnosis by itself does not meet the LISS Program requirements, the LISS Program Contractor may ask for more information.

5. **Services Eligibility Application.** This is a one-page form that you can get on the LISS Program Contractor's website. You need to make sure it is complete. It must be included in your application packet. It says what services or items you want to pay for with LISS Program funding. The services and items must be in the Maryland State regulations (i.e., rules). See below for more information.

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Services Eligibility Application

A Services Eligibility Application is a one-page form you must complete and include with your application packet. You may complete more than one Services Eligibility Application if you need to list all the items/services that you are requesting. The form includes:

- Your name, address, date of birth, social security number, and telephone number.
- Information about the service or item you want and need.
- Information about how you will use the service or item.
- How much money you need for the service or item. This is the amount of funding you are requesting from the LISS program.
- Your signature or your Parent/Guardian's signature, if you are under 18.

Eligible Services and Items

This section lists the services and items that may be paid for with LISS Program funding. It follows Maryland State regulations (i.e., [rules](#)). This section also includes the information you need to provide for each service, support or item (required documents). As a reminder, this information needs to be included in the Services Eligibility Application.

Reminder: A complete Services Eligibility Application must include the required documents.

Reminder: If you are asking for a service to be paid for, the service must happen during the **current fiscal year**. The current fiscal year is Fiscal Year 2025. It starts on July 1, 2024 and ends on June 30, 2025. That means the service you want the LISS Program to pay for must happen between July 1, 2024 and June 30, 2025.

Reminder: Even if you provide all the required information, you may not get LISS Program funding. The LISS Program Contractor may ask for more information. But, if you do NOT provide it or it is not sufficient, you will NOT get funding.

Reimbursement

Reimbursement is money paid to an applicant, parent, guardian, or other person as repayment for eligible service(s) or item(s) that were purchased/received within the current Fiscal Year.

Fiscal Year 2025 starts on July 1, 2024 and ends on June 30, 2025. The exception is summer camps and therapeutic summer programs, which are extended until August 31, 2025.

Please Note: The LISS Program cannot reimburse items and/or services purchased with cash or gift cards.

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What information do I have to provide (i.e., required documents)?

- Please refer to the eligible services and items above to determine the required documents for each service/item.
- Proof of payment. This can be a bank/credit card statement showing the account owner (applicant, parent, guardian, etc.) and the charge. This could also be a canceled check.
- A complete W-9 for the account owner (applicant, parent, guardian, etc.) listed on the proof of payment.

Liability

“The state of Maryland and its departments, administrations, and employees assume no liability and may not be held liable for any claims (including injury, death and property damage) arising out of items, services, or supports purchased with LISS Program funding.”

Adaptive Items

What does this service do? These items are things that make life easier. They improve your daily life and help you where you live, work and play. They can also help you move around. There are other parts of life they may make better too.

What can you get from this service? Below is a list of examples. There may be others that are not on this list:

- Things that help you or your child eat, bathe, cook, dress, toilet, clean yourself, and help with home maintenance.
- Sensory Items.
- Driving aids like hand controls, wheelchair lifts, car seats, strollers and bikes.
- Specialized equipment for medical, recreational or home use.
- Clothes that help you to dress yourself. Clothing that doesn't have tags or other things that don't feel good.

What information do you have to provide (required documents)? If you ask for adaptive items, you have to provide all the items below:

- An invoice or a copy of an online shopping cart.
- A complete W-9 for the business or people who provide the service or sell the product. This does NOT need to be completed if the LISS Program Contractor will be buying items online.

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Assistive Technology

What does this service do? This service supports you to maintain or improve your independent skills. This includes improving interactions, supporting meaningful relationships, and increasing your ability to live independently and be an active member of your community.

What can you get from this service? Assistive Technology is a device or piece of equipment that helps you maintain or improve how you live. Examples include technology that assists with speech and communication; visual or hearing support; computer and phone devices; equipment that helps you with independent living in your home; and adapted toys and specialized equipment. This includes:

- Computers, computer accessories, tablets, headphones, and software.
- Things that let you control household appliances or devices, like automatic switches, electronic door locks or openers.
- Training, maintenance, repair and protection plans for assistive technology devices.
- Augmentative communication and communication-enhancement devices, like communication boards, iPads and electronic speech devices.

What information do you have to provide (required documents)?

- An invoice or copy of an online shopping cart.
- A complete W-9 for the business or person selling the product. This does NOT need to be included if the LISS Program Contractor will be buying these items online.

Attendant Care/Personal Care (Personal Support)

What does this service do? This service helps you with different kinds of support needs if you live in your own or your family's home and would like help with your independent living skills.

What can you get with this service? This service includes support for you in your home and support to participate in community activities. It also includes help with personal care/assistance. This may include help to eat, bathe, cook, dress, use the bathroom, shop, use transportation and take medication.

What information do you have to provide (required documents)?

- An invoice, quote or estimate that has the cost of the service **AND** the State license number of the person or business.
- If you provide an invoice **AND** the person is not registered as a State vendor, you also need:

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- A copy of their driver's license or other photo ID.
- A complete Independent Contractor Agreement (on the LISS Program Contractor's website and attached to this Guide).
- A complete [W-9](#) for the business or people who provide the service or sell the product.
- After you get the personal care/assistance, you have to submit an invoice or timesheet that shows the number of hours the person worked.

Reminder: You must review, approve, sign and date the timesheet. You are then responsible for sending the completed timesheets to the LISS Program Contractor for payment.

Child Care

What does this service do? This service provides care or supervision to people under age 19.

What can you get with this service? This service provides child care by a licensed provider to help you during specific times of the day when your parents or guardian cannot.

What information do you have to provide (required documents)?

- An invoice, quote, or estimate that has the cost of the service and the Maryland State license number of the child care provider.
- A complete W-9 for the child care provider.

Community Integration and Recreational Services and Items

What does this service do? This service lets you do activities such as dance, karate, swimming, or other recreational and social activities.

What can you get with this service? Below is a list of examples. There may be others that are not on this list. Remember that LISS funding can only pay for the cost during the current fiscal year, which is July 1, 2024 to June 30, 2025:

- Recreational memberships like to a gym, club, or other place that requires a membership, for you and one other person. The other person is there to support you. They may be a parent, guardian, spouse, support person or someone else you are close to.
- Art, music, karate, or swimming lessons.
- Therapeutic horseback riding (not hippotherapy).
- Bicycles and accessories.
- Driving lessons.
- Mentoring.
- Other things not included here that help you do things in your community.

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What information do you have to provide (required documents)?

- An invoice, quote or estimate, or copy of an online shopping cart.
- A complete W-9 for the business or person selling the product. This does NOT need to be included if you bought something online.

Educational Services and Items

What does this service do? This service provides educational support.

What can you get with this service? It includes things like advocacy training, services to include training and support for self-advocacy, tutoring, tuition and items to help you learn. Below is a list of examples. There may be other things too:

- Conference fees. This includes the cost to register, enroll or sign up. It does not include food, hotel or other travel costs.
- Costs related to preparing for IEP meetings, like the fees of educational advocates. This does not include the cost of hotels or food.
- Advocacy training for you or your parents.
- The cost of pre-job training, job training and job placement.
- Tuition for post-secondary education and job services. Tuition is money to pay for classes at a college or university, a technical or trade school or at another agency.
- Tutoring for classes at a college, university or technical or trade school. Tutoring is someone else helping you study and learn more about the classes you are taking.
- Educational items such as flashcards, books, workbooks, calendars and other things to help you study topics you learn in school. They cannot be available in the school system or included in homeschool curriculums.

What information do you have to provide (required documents)?

- An invoice, quote or estimate, or a copy of your online shopping cart.
- If you provide an invoice, quote, or estimate **AND** the person is not registered as a State vendor, you also need:
 - A copy of their driver's license or other photo ID.
 - A complete Independent Contractor Agreement.
- A complete W-9 for the business or person selling the product. This does NOT need to be included if you bought something online.

Home Modification and Barrier Removal

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What does this service do? This service provides funding for you to change your home to increase your independence, privacy or safety. This includes removing things from your home that make it difficult for you to be independent.

What can you get with this service? If you or your family owns the home, you can get support to make it more accessible. This includes making changes to make it easier for you to be independent and safe. It does NOT include major construction like adding rooms or making the home bigger. Below is a list of examples. There may be other things too:

- Widening of doorways.
- Installing grab bars or railings.
- Specialized plumbing or electrical work.
- Fencing for a yard to increase safety.
- Installing locks or buzzers to notify when doors and windows are opened.
- Modifying bathrooms or kitchens to make them accessible.
- Changing other parts of the home or walkways.

Remember: The work can only be done by someone licensed by the Maryland Department of Labor.

What information do you have to provide (required documents)?

- Proof that you or your family owns the home. This could be a mortgage statement, deed, bill of sale or statement from the Maryland Department of Assessments and Taxation.
- A quote or estimate that has the cost of the change you want to make **AND** the State license number of the person or business.
- An invoice that has the cost you are supposed to pay for the change you want to make **AND** the State license number of the person or business.
- A complete W-9 for the business or person selling the product.

Identification Services

What does this service do? This service funds different types of identification you may need to live and work.

What can you get with this service? You can get reimbursed for the cost of a [Maryland Identification Card](#). You can also get reimbursed for the cost of the fingerprinting you may need for a job. These funds can also purchase identification bracelets.

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What information do you have to provide (required documents)?

An invoice or a copy of your online shopping cart.

Respite Care

What does this service do? This service is short-term support that gives you and your family, or other primary caregiver, a break from daily routines. It is a one-to-one service.

What can you get with this service? Respite is provided in your home or other places outside of your home, such as a DDA respite care provider. This does not include fees related to respite-like membership fees at a recreational facility, community activities or insurance.

What information do you have to provide (required documents)?

- An invoice, quote or estimate that has the cost of the respite **AND** the State license number of the person or business.
 - If you provide an invoice **AND** the person is not registered as a State vendor, you also need:
 - A copy of their driver's license or other photo ID.
 - A complete Independent Contractor Agreement.
 - A complete W-9 for the business or person selling the product. This does NOT need to be included if you bought something online.
 - After you get the respite, you have to submit a timesheet that shows the number of hours the person worked.
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Summer Camps and Therapeutic Summer Programs

What does this service do? This service helps pay for you to have fun and take part in recreational activities at summer camps and get support at therapeutic summer programs. Therapeutic summer programs are programs that are operated by licensed medical or mental health professionals. They are programs supported by clinical staff like doctors, nurses, social workers and others.

What can you get with this service? You can get funding for one of these things anytime between July 1, 2024 and June 30, 2025:

- Day camps. This may include camps that take you on trips during the day.
- Overnight camps. This may include camps that are residential or camps where you travel to different places.
- Therapeutic summer programs.

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Note: Day camps and overnight camps must meet one of these requirements. The camp must be:

- Approved by the Maryland Department of Health, OR
- Accredited by the Maryland State Department of Education, OR
- Accredited by the American Camping Association, OR
- Approved by a state government entity, OR
- Approved by the Developmental Disabilities Administration.

What information do you have to provide (required documents)?

- A quote or estimate that has the cost of the camp or therapeutic summer program AND the State license number or certificate number of the camp or therapeutic summer program.
- A complete W-9 for the business.

Note: You can get money for camp even if registration has not opened. If you know what camp your child will go to, but cannot register them yet, please contact the LISS Program Contractor.

Transportation

What does this service do? This service helps you get to community activities independently. Your community is where you live, work, shop or spend your days.

What can you get with this service? Transportation services can include using mobility and volunteer transportation services, mileage reimbursement for transportation provided by another person using their own car, and other things. For example, funding for transportation can include:

- Metro access, taxi vouchers, and ride-sharing services like Uber or Lyft.
- The cost of hiring a company or person to provide transportation.

What information do you have to provide (required documents)?

- An invoice, quote, receipt or a copy of your online shopping cart.
- If you provide an invoice AND the person is not registered as a State vendor, you also need:
 - A copy of their driver's license or other photo ID.
 - A complete Independent Contractor Agreement.
- A complete W-9 for the business or person selling the product. This does NOT need to be included if you bought something online.

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- If you need to be reimbursed for mileage for transportation provided by another person using their own car, you must also include information about the person who provided the ride, where you were picked up, where you were dropped off AND the date of the ride.
- If you need to be reimbursed for ride-sharing services like Uber or Lyft, you must also include a screenshot or receipt of your ride details, including information about where you were picked up, where you were dropped off AND the date of the ride. This is accessible in the Uber or Lyft applications.

Wellness

What does this service do? These services support you if you are experiencing, or are likely to experience difficulty at home or in the community as a result of behavioral, psychological, social or emotional changes (behavioral support services). They also help you get other medical, dental or therapeutic services that health insurance does not pay for (medical and therapeutic items).

What can you get with this service?

- **Behavior support services** include behavioral assessment, consultation, development of a plan, intervention and monitoring provided by a licensed Psychologist or a Psychology Associate under the supervision of a licensed Psychologist, licensed Physician, Licensed, Certified Social Worker, or Licensed or Certified Professional Counselor, who has training and experience in applied behavior analysis. It does not include Applied Behavior Analysis.
- **Medical, Dental or Therapeutic Services** including:
 - Diet and nutrition counseling.
 - Feeding programs.
 - Dentist visits and treatments.
 - Orthodontist visits and treatments.
 - Vision visits, treatment, and glasses.
 - Speech therapy, occupational therapy, physical therapy, hippotherapy and applied behavioral analysis (ABA).
 - Individual and family therapy and counseling.
- **Medical or Therapeutic Items** including:
 - Protective undergarments like diapers and pads.
 - Disposable gloves.
 - Other items NOT covered by insurance.

What information do you have to provide (required documents)?

- An invoice, quote or estimate that includes the State license number of the medical professional or a copy of your online shopping cart.

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- A complete W-9 for the business or person selling the product. This does NOT need to be included if you bought something online.

Things the LISS Program Will Not Pay For (Ineligible Services and Items)

State regulations (i.e., rules) say what the LISS Program cannot pay for. Those services and items that the LISS Program cannot pay for are:

- Any treatment that is experimental or prohibited by the Health Occupations Licensing Boards and the Federal Drug Administration.
- Changes to a person's home or anything that makes it hard for a person to move or puts someone at risk (jeopardizes their health or wellbeing).
- Cash.
- Case management, like coordinators of community services.
- Gift cards.
- Changes to a home to add space or increase the amount of living area.
- Housing assistance like rent or mortgage payments. This also includes help if you are evicted or if your utilities are turned off.
- Presents.
- Toys, unless they are therapeutic items.
- Vacations.
- Vehicles like cars or motorcycles.
- Other expenses related to vehicles like gas, tires, registration and traffic tickets.

What Do I Do if My Service is Canceled or if I Want to Return Something I Purchased With LISS Program Funds?

Cancellations

If you requested a service and it was approved and paid for already, it is your responsibility to notify the LISS Program Contractor. You will have to tell them if you received any part of the service, and when it started and ended. The LISS Program Contractor will then notify the provider or vendor (business). The LISS Program Contractor will make a plan with the provider or business to get the money back.

Note: This takes time. If payments were already made, it may take a while for the provider or business to pay back the money. Once the LISS Program Contractor gets the money back, you can use it for another service or to buy another item. You cannot use the money until the LISS Program Contractor gets it back.

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Returns

If there is something wrong with the item you asked for and paid for already, you have to follow this process called the “Return Item” process.

You must take these steps:

1. Tell the LISS Program Contractor once you see that there is something wrong with the item.
2. Submit a picture of the item that shows what is wrong with it.
3. Talk to the LISS Program Contractor when they call you to figure out options to return the item. **DO NOT RETURN ANY ITEM** without talking to the LISS Program Contractor first.
4. Return the items to the online store and get your money back.

Note: If the online store charges a restocking fee or other cost to return the item, the LISS Program cannot pay for it.

Note: Do not return any items to a store for a refund. All refunds (money back from the return) must go back directly to the LISS Program.

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