

# ONE TIME PAYMENT PROCESS

## *Start-up Costs*

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### Directive 2.22

Authorizing Code: 62A-5-103

Rule: n/a

Version Date: 2019

Forms: 295 CAPS

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### Purpose

This process outlines one-time purchases of start-up costs (STC). STC may be requested for needed essential household items purchased for a Person.

### Service Codes

1. STC: start-up costs

### Contact Information

1. Program Coordinator: Becky Dalby, DSPD Program Manager, [beckydalby@utah.gov](mailto:beckydalby@utah.gov)
2. Service Manager: Darcy Anderson, DSPD Administrative Service Manager, [darcyhanderson@utah.gov](mailto:darcyhanderson@utah.gov)

### Definitions

Support Coordinator: includes contracted External Support Coordinators (SCE), Division of Services for People with Disabilities (DSPD) employed Support Coordinator or Transition Case Worker, and DSPD employed Nurse Coordinators.

## Forms

1. 295 CAPS One-Time Payment Form
  - a. Go to the [DSPD provider forms page](#),
  - b. Select Miscellaneous Forms, and
  - c. Download the 295 CAPS One-Time Payment Form.

## Steps to Complete a One Time Purchase

### Step 1: Support Coordinator determines need for start-up costs.

- a. The Person does not have the financial means available to purchase essential household items needed
  - i. Essential household items may include items such as: bed, table, chairs, bathroom furnishings, pots, pans, storage containers, utensils, broom, vacuum, alarm clocks, hangers, duplicate keys, locks, non-refundable set-up fees or deposits for utility or service access (e.g., telephone, electricity, heating).

If you are not sure whether an item qualifies as an essential household item, contact the Program Coordinator before purchase.

- ii. Essential household items do NOT include such items as: rent, food, entertainment and diversional items such as: televisions, stereos, DVD players, CD players, computers, or other electronics, and refundable fees or deposits.
- b. Attempts to obtain needed items from other resources have been exhausted. The Support Coordinator must maintain documentation of such attempts in USTEPS.
- c. The Person is transitioning into a living arrangement in a private residence where the Person is responsible for their own living expenses.

### Step 2: Support Coordinator must secure a funding approval from DHS/DSPD.

- a. Include the STC request in the initial budget request, if applicable, or
- b. Complete and submit RFS through USTEPS.
  - i. Refer to [USTEPS help manual](#) for instructions on how to complete an RFS.
  - ii. If additional help is needed, please contact the RFS team member or the USTEPS help line.

**Step 3: Support Coordinator notifies the Provider and ensures compliance.**

- a. Contact the provider to authorize STC purchase.
  - i. The Support Coordinator is responsible to ensure the provider understands what items may be purchased with STC funds.

DHS/DSPD will not reimburse any items for STC outside of the allowed essential household items.

- b. Collect receipts for each item purchased with STC funding.
  - i. Verify that each item qualifies for STC reimbursement.
- c. Verify that the Person received all purchased items.

**Step 4: Support Coordinator must submit all required documentation to Service Manager.**

- a. Completed 295 CAPS One Time Payment Form.
  - i. Go to the [DSPD provider forms page](#),
  - ii. Select Miscellaneous Forms, and
  - iii. Download the 295 CAPS One Time Payment Form.
- b. A copy of the receipt(s) for each item purchased.

**Step 5: Support Coordinator adds purchase documentation to USTEPS.**

- a. Receive a notification email from the Program Coordinator that an approval for the purchase has been created.
- b. Enter the purchase into the Person’s PCSP and budget in USTEPS using the approval details included in the notification email from the Program Coordinator.