

**Office of Developmental Programs:  
American Rescue Plan Act (ARPA) Initiative**

**Staff Training, Credentialing and Business Associates Programs for Employment  
Supplemental Payment Application**

Published: March 11, 2022

**Instructions:**

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ODP is pleased to announce the availability of supplemental payments to support providers who wish to implement a standards-based training and credentialing program for Direct Support Professionals or who wish to implement a Business Associates in Industry program. This funding to support training that supplements or enhances existing training and is beyond the minimum training standards outlined in 55 Pa Code 6100 and the provider qualifications in the HCBS waivers.

**Training and Credentialing:**

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The following types of activities would be supported by this funding: Agency adoption of CMS core competency training for Direct Support Professionals; DSP National Association for Dual Diagnosis certifications; or Agency completion of National Association for Dual Diagnosis Accreditation; Lifecourse Ambassador series for individuals or agency hosting of the series. Providers are encouraged to be creative in their proposals with an eye toward career ladders for DSP's, portability and expansion of a well-qualified workforce and employing the principles of Lifecourse.

**Business Associates in Industry:**

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Supplemental payments may also be used for providers who wish to establish a business associate in industry program to promote employment for people with disabilities...

**Eligible Providers:**

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To qualify for funding, providers must be enrolled with ODP as of March 1, 2022.

**How to Apply:**

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- Providers wishing to apply for this funding must complete the information below included with this application.
- Funding may be requested up to 1% of ODP eligible service revenue from FY19/20, FY20/21 or \$100,000, whichever is greater.
- Completed forms should be submitted via e-mail to Rick Smith at [riesmit@pa.gov](mailto:riesmit@pa.gov).

**Approval, Documentation, and Payment:**

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ODP will review all submissions and notify providers of approval of the project and amount. Upon receipt of supporting documentation of expenses (i.e. paid invoices, accounting records), providers will be reimbursed for eligible expenses up to the approved amount. To assist with cash flow, providers may also request up to two progress payments in addition to a completion payment. Supporting documentation would also be required for any progress payment.

This funding must be utilized prior to October 31, 2023. ODP will begin accepting applications immediately and will notify providers of approval on a rolling monthly basis around the 15<sup>th</sup> of each month. If a provider (MPI) wishes to implement both DSP Training and a Business Associates program, two applications would be necessary. Applications will be accepted through June 30, 2022.

Provider Name:

MPI:

Contact Name:

E-mail:

Training Description (Include vendor and curriculum)

Position and description of staff to be trained and # of staff estimated per position

Anticipated Outcomes of training (1500 characters max)

Tiered pay (completion/retention bonuses tied to initiative?)      Yes      No

	<b>Expense Types</b>	<b>Amount</b>
	Staff Cost	
	Consulting	
	Certification Fees	
	Supplies	
Other (specify)		
	<b>Total Amount for Training</b>	

Requested Total (Maximum \$100,000 or 1% 19/20 or 20/21 revenue, whichever is greater)

Note: Providers will be reimbursed for actual expenses up to the approved amount upon verification. Up to 2 progress payments may be requested prior to project completion.

Provider Name:

MPI:

Contact Name:

E-mail:

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Total Amount Requested for Business Associate in Industry:

Industry Partner:

Description of Model:

Milestones for Implementation: