



COMMISSIONER  
Jon Weizenbaum

## Memorandum

To: Community Services Regional Directors  
Community Services Program Managers

From: Lisa Akers-Owen  
Section Manager  
Community Services and Program Operations

Subject: Adjustments in Room and Board and Copayments for Individuals in  
Community Care for Aged and Disabled Residential Care Effective  
January 1, 2014

Issuance Date: December 5, 2013 CSPO 13-11-003

Effective Date: December 5, 2013

This memorandum applies to the Community Care for Aged and Disabled Program.

This memorandum is to advise staff of the cost-of-living adjustment (COLA) to federal benefits and to provide guidelines for the room and board and copayment adjustments for individuals residing in a Residential Care facility.

The Centers for Medicare and Medicaid Services have announced a 1.5% cost-of-living adjustment (COLA) increase in federal benefits. The Social Security Administration (SSA) will increase benefits effective January 1, 2014.

As a result of the COLA increase, the room and board daily rates for Residential Care will also be adjusted on January 1, 2014.

The new room and board daily rates are:

- Residential Care Apartment \$14.65
- Residential Care Non-Apartment \$12.96

The Medicare standard premium will continue to be \$104.90 per month.

A desk review of all individuals receiving Residential Care must be conducted in the month of December 2013, and room and board and copayment amounts must be adjusted for January 1, 2014. The case manager must verify changes in the individual's federal benefits and adjust room and board and copayment amounts accordingly. State

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office staff will send lists of affected individuals residing in a Residential Care facility to assist with the review. Once income information is verified, the case manager must use Form 1032, Residential Care Copayment Worksheet, to complete the calculations using Steps 1-4 on the copayment worksheet. A copy of the worksheet must be filed in the case record.

The Form 1032 is being revised in conjunction with this memorandum to reflect the new room and board daily rate amounts and make the worksheet available for the desk review. If a change is needed prior to January 1, 2014, the case manager must adjust the rates back to the room and board daily rates that are effective through December 31, 2013 (Apt. \$14.29; Non-Apt. \$12.60).

By December 19, 2013, the desk review must be completed to give advance notice to the individual receiving services. Form 2065-A must be sent to the individual and to the residential care facility by that date notifying them of the new amounts effective January 1, 2014. In the comments section, add: "Your room and board and copayment amounts are increasing effective January 1, 2014, due to the cost-of-living adjustment in your federal benefits." Adjust the statement according to the individual's circumstances. If only the room and board is increasing, then the copayment would not be included.

The case manager may begin entering the new copayment amounts in the Service Authorization System (SAS) on December 3, 2013 with the effective date of January 1, 2014.

If you have any questions regarding this memorandum, your regional representative may contact Alfredo Cervantes at 512-438-2215.

LAO:cw