


DEPARTMENT OF HUMAN RESOURCES  
SOCIAL SERVICES ADMINISTRATION  
311 WEST SARATOGA STREET  
BALTIMORE, MARYLAND 21201

DATE: September 1, 2011

POLICY DIRECTIVE: SSA/Adult Services #12-2

TO: Directors, Local Departments of Social Services  
Assistant Directors, Local Departments of Social Services  
Project Home Managers & Supervisors  
Local Department Finance Officers

FROM: Carnitra White, Executive Director 

RE: SFY 2012 Project Home Program Support Funds

PROGRAM AFFECTED: Project Home Program

ORIGINATING OFFICE: Social Services Administration's Office of Adult Services

REQUIRED ACTION: Implementing Policy and Practice Regarding the Use of Project Home Program Support Funds

ACTION DUE DATE: Immediately

CONTACT PERSON: Kathleen Ward  
Program Specialist  
410-767-7422  
[Kward2@dhr.state.md.us](mailto:Kward2@dhr.state.md.us)

ALTERNATE CONTACT: April Seitz  
Director, Office Adult Services  
410-767-7569  
[aseitz@dhr.state.md.us](mailto:aseitz@dhr.state.md.us)

PURPOSE: This Policy Directive outlines the use of Project Home Program Support Fund, allocations and reporting requirements.

**ACTION REQUIRED:**

Review the instructions detailed below and submit a spending plan to provide Project Home Provider training; RN Nursing Consultation; fire safety and environmental health inspections of provider's residences; recruitment and retention activities of new and current providers; and provision of Adult Medical Day Care or Psychiatric Rehabilitation Services for those clients who are in danger of

losing placement and for whom there is no other financial resource for these services. Detailed plans are due to the SSA Office of Adult Services by September 21, 2011. The allocation must be spent or obligated with a valid posted purchase order in the accounts system (FMIS) prior to June 30, 2012. NOTE: Monies that fund activities via a local contract may be encumbered if the contract year extends beyond to the State's Fiscal Year.

**BACKGROUND:**

Since in FY 2001, the SSA Office of Adult Services has been appropriating funds to the local departments to meet the training requirements of providers and to provide nursing oversight to Project Home residents. As the Department is committed to ensuring that safety standards are met and supportive services are rendered to our Project Home providers and residents, the definition of support has, over the years, been expanded to include risk management, recruitment and retention, specialized staff training, and other support services.

**The following list represents appropriate expenditures of Project Home Support Funds:**

- Provide new and current providers with in-service training and related specialized training for providers and staff;
- Purchase RN Nurse Consultation services;
- Provide fire safety and environmental health inspection of a provider's residence;
- Develop recruitment activities for new providers and retention activities for current providers; and/or
- Provide Adult Medical Day Care and/or Psychiatric Rehabilitation Services for qualifying residents who, without these services, may be in danger of losing their placements and for whom there is no other financial resource available to pay for these programs.

Local departments may collaborate with neighboring jurisdictions to arrange training and nursing consultation on a regional basis. The amount of funds allocated to each local department is based on the percentage of CARE Providers in each department and Project Home expenditure trends.

**NOTE: The following charge code is the only acceptable charge code for Project Home expenditures:**

**33.07.00.04.0436.01 PCA G4350**

The SSA Office of Adult Services will track all local department expenditures through the Project Home Quarterly Report form which shall be submitted to Kathleen Ward, Project Home Program Specialist, by the 15<sup>th</sup> working day after the close of each quarter. Due dates for SFY 2012 are:

**October 17, 2011**  
**January 16, 2012**  
**April 16, 2012**  
**July 16, 2012**

Based on SSA's periodic review of Local Department Project Home expenditures, funds may be reallocated to other jurisdictions. In addition, Local Departments should contact Kathleen Ward regarding unmet Project Home needs. If you or your staff have any questions about the above information, please contact Mrs. Ward at 410-767-7422 or via email at [Kward2@dhr.state.md.us](mailto:Kward2@dhr.state.md.us) .

Attachment

**PROJECT HOME PROGRAM SUPPORT FUNDS**  
**Fiscal Year 2012**

Allegany	\$ 4,000
Anne Arundel	4,000
Baltimore City	30,000
Baltimore County	27,000
Calvert County	4,500
Caroline County	1,900
Carroll County	2,000
Cecil County	0
Charles County	16,000
Dorchester County	15,000
Frederick County	5,000
Garrett County	50
Harford County	3,000
Howard County	2,900
Kent County	0
Montgomery County	12,500
Prince George's County	10,000
Queen Anne's County	0
St. Mary's County	5,000
Somerset County	1,200
Talbot County	1,100
Washington County	19,000
Wicomico County	8,000
Worcester County	<u>1,700</u>
Total	\$ 173,850