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supports and services  
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## PROVIDER BULLETIN

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### ISL Room and Board Changes

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ISL Budgets are developed to cover an entire plan year. Throughout that year, situations may arise that would warrant a change in the Room and Board side of the ISL Budget. Any necessary change to the Room and Board side of the ISL Budget shall be made prior to payment for that month. No retroactive Room and Board changes will be made to an ISL Budget. Situations that result in an ISL Budget change include:

- Changes in food stamps that result in a budgeted deficit of \$20 or more per month;
- Changes in fixed costs (rent, utilities on flat pay, cable) resulting in a budgeted deficit of \$20 or more per month;
- Change in roommate situation (loss of housemate, addition of housemate or moving to a new provider site). In the event of a loss of housemate, DMH will supplement, up to 6 months, the remaining housemate's Room and Board costs while a new housemate is being sought;

Any change in an ISL Budget that will impact General Revenue funding going into the ISL for Room and Board costs will require Utilization Review.

Fiscal Review Directive 5.070 states all individual's account balances shall be submitted to the Regional Office on a quarterly basis. Upon reporting the Room and Board balances to the Regional Office, it will be the responsibility of the provider to request reimbursement for any deficit balances in that account within 30 days of the end of the previous quarter. A written request for reimbursement, along with any documentation to support the deficit, should be send to the Business Office of the authorizing Regional Office. The Business Office will submit the written request to the Regional Office Director/Designee for approval. Business Office staff will advise the provider of the outcome of the request within 30 days of receipt.

