



**State of Louisiana**  
Louisiana Department of Health  
Office for Citizens with Developmental Disabilities

**MEMORANDUM**

**OCDD-P-22-022**

**DATE:** August 19, 2022

**TO:** OCDD Direct Support Provider Agencies

**FROM:** Julie Foster Hagan  
OCDD Assistant Secretary 

**SUBJECT:** Workforce Retention Bonus Payments

The Louisiana Department of Health (LDH) Office for Citizens with Developmental Disabilities (OCDD) is pleased to announce approval to authorize workforce retention bonus payments for the Home and Community Based Providers. The American Rescue Plan Act (ARPA) of 2021 has made these payments possible. Please see below for additional information.

**Direct Service Worker Workforce Retention Bonus Payments**

Home and Community Based Service (HCBS) Providers serving the Children's Choice, Supports Waiver, Residential Options Waiver and New Opportunities Waiver who were providing services on or after April 1, 2021 will receive a bonus payment of \$150 per month for each Direct Support Professional (DSP) that worked directly with participants for at least 16 hours that month. Of this \$150, HCBS providers will pay the DSP at least \$125 of the \$150 monthly bonus payment.

These bonus payments are effective for all DSPs of any working status, whether full-time or part-time.

These bonus payments will be provided monthly; following the month the DSP worked at least 16 hours directly with participants and is still employed with the DSP agency. A DSP is eligible for only one bonus payment per month.

Once the start date is determined, OCDD will notify HCBS providers via the LaSRS dashboard. It is important for providers to check the LaSRS dashboard regularly.

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These bonus payments will end when the State's funding authorized under ARPA is exhausted. However, OCDD will notify OCDD HCBS providers before the bonus payments end.

<b>Workforce Retention Bonus Payments Audit Process</b>
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In accordance with receiving the ARPA funding, LDH/OCDD must provide reassurance to the Federal Government that they have paid bonus payment to each eligible DSP.

OCDD has created an audit process in order to verify that you are implementing and paying the bonus payments to appropriate DSPs. OCDD will send a letter to the DSP agency requesting documentation that confirms that you have implemented these incentives/payments and paid the bonus payments according to the Rule.

OCDD is requesting that each DSP agency maintain payroll records to help OCDD complete these audits, as well as documentation to support the provision of all non-wage benefits documented in policy and provided to DSPs. If additional documentation is required, OCDD will provide prompt notice to DSPs.

If you have any questions regarding this memorandum, please send email communications to [OCDD-HCBS@la.gov](mailto:OCDD-HCBS@la.gov)

- c: Local Governing Entities
- Statistical Resources, Inc.
- OCDD Support Coordination Agencies (SCAs)
- Medicaid Programs Support and Waivers (MPSW)