




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

MEMORANDUM

OCDD-SC-22-014

DATE: August 19, 2022
TO: OCDD Support Coordination Agencies (SCAs)
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 Support Coordination Agencies. The American Rescue Plan Act (ARPA) of 2021 has made these payments possible. Please see below for additional information.

Support Coordination Workforce Retention Bonus Payments

Support Coordination Agencies (SCAs) that were providing services on or after April 1, 2021 will receive a bonus payment of \$150 per month for each Support Coordinator (SC) that made 10 documented contacts for that month. SCAs will pay the staff member at least \$125 of the \$150 monthly bonus payment. Support Coordination in the New Opportunities Waiver is a state plan service, and the Centers for Medicare and Medicaid Services (CMS) has not approved retention bonus payments for state plan services as of this date. We will notify you once it CMS approves the bonus payments for state plan services.

These bonus payments are effective for all SCs of any working status, whether full-time of part-time, as long as they have at least 10 contacts with participants, documented in LaSRS, for the month of payment. These SCA staff members are eligible for only one bonus payment per month.

Once OCDD determines a start date, we will notify SCAs. These bonus payments will end when the State's funding authorized under ARPA is exhausted. However, OCDD will notify SCAs before the bonus payments end.

Name: Workforce Retention Bonus Payments

Date: August 19, 2022

Page 2

Workforce Retention Bonus Payments Audit Process

In accordance with receiving the ARPA funding, LDH/OCDD must provide reassurance to the Federal Government that they have paid bonus payments to each eligible SCA staff member.

OCDD has created an audit process in order to verify that you are implementing and paying bonus payments to the appropriate SCA staff members. OCDD will send a letter to the SCAs requesting documentation that confirms that you have implemented the bonus payments accurately and paid the bonus payments according to the Rule.

OCDD is requesting that each SCA maintain payroll to help OCDD complete these audits. If additional document is required, OCDD will provide notice to SCAs.

If you have any questions about the information in this memorandum, please email OCDD-HCBS@la.gov

c: Local Governing Entities
Statistical Resources, Inc.
Medicaid Program Support and Waivers (MPSW)