

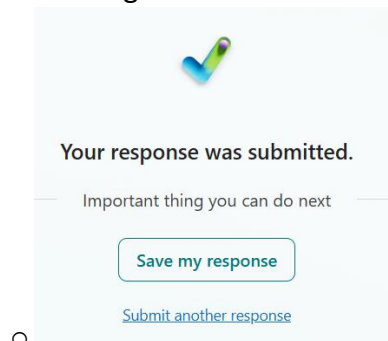
FAQ Document for the DSP Incentives, Round Two

Updated 05/15/2025

- **Who is eligible to receive these funds?**
 - Direct Support Professional are employees who provide services to persons with IDD and include:
 - Direct Support Professionals, Relative as Direct Support Employee (RaDSE), Relative as Provider (RAPs), Group home staff, AFL providers, Day Program Staff, SE, CLS, and Respite Providers
- **Are Qualified Professionals (QPs) eligible to receive funding through this initiative?**
 - No

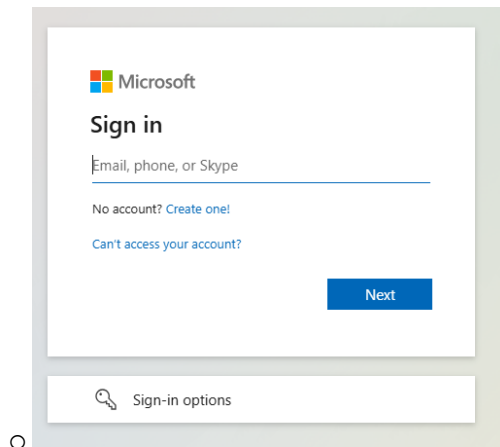
Original document below

- **How do I apply for this funding opportunity?**
 - Applications are **only** accepted via the MS forms submission:
<https://tinyurl.com/Round2DSPIncentivesApplication>
- **How do I complete the proposal application?**
 - Please watch the pre- recorded instructional video that is provided on the Inclusion Connects webpage, Workforce Tile, Direct Support Professional Page.
- **Where can I find the application questions?**
 - The application questions are shared in PDF.
 - *Note: Only applications received via MS forms will be reviewed and scored for possible funding. **Applications sent via email will be disqualified.***
- **I have a question not listed within this document:**
 - Please submit questions via email to: dmhiddcontact@dhhs.nc.gov
 - Office hours were held on, Tuesday, May 6th @ 6pm, Thursday May 8th @ 2pm, & Tuesday, May 13th @ 10am
- **How do I obtain a copy of my submitted application?**
 - Upon submitting your response, you will see a screen that pops up that looks like the below image.



- Click Save my Response

- Sign in or create a Microsoft account



- You will be able to locate your completed filled form within your MS forms
- *Please be advised; DMHDDSUS is unable to provide a copy of your response after submission*
- **Can I withdraw or retract my application after submission?**
 - No. Once an application is submitted to the Division of Mental Health, Developmental Disabilities, and Substance Use Services (DMHDDSUS), it cannot be retracted or withdrawn. It is important to review your application carefully before submission to ensure all information is accurate.
- **Which type of employees do not qualify for awards from these funds?**
 - Direct Support Professionals who provide services to individuals who DO NOT have an IDD; such as BH/MH DSPs
 - Licensed Nursing Staff
 - Certified Nursing Assistant (CNA)
 - Licensed Practical Nurse (LPN)
 - Registered Nurse (RN)
 - Qualified Professionals (QPs)
 - Licensed Mental Health Professionals and Psychologists
 - LPC
 - LMHC
 - LCSW
 - LMFT
 - BCBA
 - Case Managers, Care Coordinators
 - Home Health Providers
 - Childcare providers
- **When does the application for round 2 begin?**
 - April 29th 2025 at 12pm
- **When does the application for round 2 close?**
 - May 27th 2025 at 5pm
- **Can I submit an application past the due date of May 27th 2025 at 5pm?**

- No.
- **What is the length of the service commitment?**
 - Due to these incentives being maximized through the Medicaid Match opportunity, the service commitment for the provider/EOR and the beneficiary DSP is 3 years. The Standard Terms and Conditions are directed by the Centers for Medicaid and Medicare (CMS) and cannot be changed.
- **What happens if there is a breach in the 3-year service commitment?**
 - If a DSP no longer maintains a full-time work schedule as a DSP, they will be required to pay back the funds they received. If the employee leaves the agency the agency or EOR will be responsible for clawing back the funds from the individual DSP and provide back to LME as the state will recoup these funds.
- **Do part-time employees qualify for this funding?**
 - Due to the Medicaid match requirements, DSPs who receive funds through this funding must work a full-time schedule. If a DSP works multiple part time positions as a DSP and those positions add up to full time hours of at least 30 hours per week on average, and both agencies are awarded funds through this programming that DSP is eligible to receive funds. They must also make the 3-year commitment. The agency providing funds will be responsible for ensuring the DSP maintains full-time hours for the duration of the reporting period.
- **What are the details for the reporting requirements?**
 - The reporting requirements will include:
 - Staff member disbursement amounts
 - Receipt / log of expenses paid
 - Staff member work hour logs
- **When will I receive the funds?**
 - Awarded funds will be paid out over two years; 50% in year one and 50% in year two. Beginning in Fall 2025.
- **I received funding through Round 1 of this initiative. Am I still eligible to apply for Round 2?**
 - Yes. Agencies and EORs that received funding through Round 1 are still eligible to apply for Round 2, provided they meet all the requirements and guidelines outlined for the new round of funding. Be sure to carefully review the criteria for Round 2 to ensure continued eligibility.