



OTPS Category	Requirements for Reimbursement
Phone Service	<ol style="list-style-type: none"> <li>1. If landline: Cost of phone line itemized on bill (cost of phone line/adults in the household= reimbursement)</li> <li>2. If cell phone: Phoneline identified on bill and equation followed for all taxes/fees on the phone plane (Taxes &amp; Fees/ # of lines= Percentage of fees covered) Total Cellphone Line Reimbursement Equation (% of Fees Covered + Line costs = Total Phone Reimbursement)</li> <li>3. We can't pay for insurance and accessories</li> <li>4. Dates of service, cost of service</li> <li>5. Proof of payment- auto pay qualifies as proof of payment</li> </ol>
Internet	<ol style="list-style-type: none"> <li>1. Dates of service, cost of service</li> <li>2. Reimbursement Calculation: cost of internet/adults in the household= Total Reimbursement</li> <li>3. Proof of Payment - auto pay qualifies as proof of payment</li> </ol>
Software related to individual's disability	<ol style="list-style-type: none"> <li>1. Must pass 4 OTPS criteria and be directly related to a VO</li> <li>2. Must prove that Adaptive Tech. Waiver was approached (If item can be covered under waiver)</li> <li>3. Cannot be educational based</li> <li>4. Itemized receipt and proof of payment</li> </ol>
Staff activity fee Family & Child Service of Schenectady does not reimburse for tips	<ol style="list-style-type: none"> <li>1. Itemized receipt for activities out in the community not for activities in the home, grocery or convenience store shopping and/or projects that require supplies.</li> <li>2. Proof of payment</li> </ol>
Staff advertising/ Recruitment	<ol style="list-style-type: none"> <li>1. Itemized receipt</li> <li>2. Proof of payment</li> </ol>
Staff Training	<ol style="list-style-type: none"> <li>1. Itemized receipt</li> <li>2. Proof of payment</li> <li>3. Proof of the training attended</li> </ol>
Personal Use Transportation  Family & Child Service of Schenectady does not reimburse PUT for Family Trips for minors.	<ol style="list-style-type: none"> <li>1. Must pass all 4 OTPS guidelines</li> <li>2. Personal Use Transportation is submitted directly in the evero platform.</li> </ol>



Clothing \$250 cap	<ol style="list-style-type: none"> <li>1. Itemized receipt</li> <li>2. Proof of payment</li> </ol>
Board Stipend (Food Subsidy)	<ol style="list-style-type: none"> <li>1. Annual proof of SNAP application (Award/Denial Letter can be utilized)</li> <li>2. Itemized grocery receipt with proof of payment (Family &amp; Child Service of Schenectady can't reimburse for food paid for with SNAP benefit)</li> <li>3. We cannot pay for any non-food items or bottle deposits</li> </ol>
Utilities	<ol style="list-style-type: none"> <li>1. Annual proof of HEAP Application (Award/Denial Letter can be utilized)</li> <li>2. Dates of service, cost of service</li> <li>3. Complete the equation (cost of utilities/adults in the household=reimbursement)</li> <li>4. Proof of payment- auto pay qualifies as proof of payment</li> </ol>
Other Goods and Services that Increase Independence	<ol style="list-style-type: none"> <li>1. Proof of payment</li> <li>2. Itemized receipt</li> <li>3. Must be directly related to a valued outcome and pass 4 OTPS criteria</li> <li>4. If another funding source exists (Environmental or Adaptive Technology Waivers) proof of denial must be provided.</li> </ol>
Other Goods and Services Related to Health and Safety	<ol style="list-style-type: none"> <li>1. Proof of payment</li> <li>2. Itemized receipt</li> <li>3. Must be directly related to a valued outcome and pass 4 OTPS criteria</li> <li>4. If another funding source exists (Environmental or Adaptive Technology Waivers) proof of denial must be provided.</li> </ol>

**For any item or service to be approved for OTPS funding in any category, it must pass ALL of the following four tests:**

1. Be related to a valued outcome in the person's plan
2. Increase the person's independence and/or health and safety
3. Not be an OTPS excluded item (see page 29 of the SD Guidance)
4. Not be funded through any other source