



Joint Committee on Appropriations
REPRESENTATIVE CHRIS KARR, CO-CHAIR
SENATOR JOHN WIIK, CO-CHAIR

June 24, 2020

Ms. Shawnie Rechtenbaugh, Secretary
Department of Human Services
3800 East HWY 34 – Hillsvie Plaza
Pierre, SD 57501

Mr. Dan Cross, Executive Director
Community Support Providers of South Dakota
PO Box 936
Spearfish, SD 57783

Mr. John Hackett, Director
Vista Care
708 Erie Avenue, Suite 201
Sheboygan, WI 53081

Letter of Intent Regarding Direct Care Workforce Funding for CSP

Dear Secretary Rechtenbaugh, Director Cross, and Director Hackett;

This Letter of Intent sets forth a particular view held by the Joint Committee on Appropriations (JCA) in approving your appropriation in the 2020 Legislative session. As such, this Letter of Intent seeks to supplement that legislation with specific policy guidance as approved on June 24, 2020.

While the guidance does not have the direct force of statutory law, it rests solidly on a long-standing tradition of Legislative-Executive relationships in South Dakota and it will be used by the Joint Committee as one basis for the fiscal oversight of your agency and its continued funding.

The 2020 Legislature approved Senate Bill 38, which allocated one-time funding of \$1,000,000 in general fund and \$1,346,867 in federal fund expenditure authority to the Department of Human Services (DHS) to be used to support Community Support Providers (CSP).

The JCA requests the funding be used as workforce funding to those who provide direct support within a Community Support setting. The JCA recognizes and appreciates the important work that direct support professionals do to serve the State's most vulnerable citizens. It is the intent of the JCA that the funding be distributed in the following manner:

- DHS will use the total number of hours reported for professional program staff 1020 of each CSPs cost report to determine the number of FTE by dividing the number of hours by 2080.

- DHS will use the total professional program staff 1020 FTE for all CSPs in the state and then divide this figure by the total one-time funding amount and subsequently allocate the funding to each CSP based on the number of FTEs calculated from their cost report.
 - CSPs are responsible for providing and attesting that the data reported on their FY2019 cost report is accurate by July 1, 2020.
 - Failure of a CSP to provide 1020 employee cost report information by July 1, 2020 will make the provider ineligible for the one-time funding.
- Each CSP will determine employee eligibility for individuals in their organization and distribute funds to those individuals based on criteria determined by each CSP.
 - Eligible employees must provide direct support within a Community Support setting and not be in an administrative position.
 - Eligible employees will have at least 6 months of service.

Additionally, it is the intent of the JCA that DHS and the CSPs report to the JCA during the 2021 Legislative Session the following items regarding the workforce funding:

- Workforce funding program overview detailing the calculation method used and the process of funding distribution to CSPs.
- List of CSPs with allocation amount per employee and number of employees who received a one-time payment by each facility.
- List of the criteria used by each CSP in determining the eligibility for the funding.
- Report on ongoing efforts and a plan by the CSP Association and Vista Care to increase employee retention.

Thank you for your cooperation.

Representative Chris Karr
Lead Co-Chair, Joint Committee on Appropriations

Senator John Wiik
Co-Chair, Joint Committee on Appropriations

cc: Marty Guindon, Auditor General
Liza Clark, Commissioner, Bureau of Finance and Management