MEMO

To: Support Brokers

From: Self-Direction Department

Date: Tuesday, March 24, 2026

Re: Ongoing Review of Self-Direction Budgets

As part of our continued commitment to compliance, fiscal responsibility, and quality service delivery under the New York State Office for People with Developmental Disabilities (OPWDD) Self-Direction model, all Support Brokers are expected to conduct thorough and routine reviews of the Self-Direction (SD) Budgets for the individuals they support.

Specifically, the Direct Provider Purchase, Agency Supported, and/or Family Support Services (FSS) sections must be reviewed more frequently and with careful attention to detail.

As our department continues to grow, we are seeing an increase in individuals with these services built into their SD Budgets; however, in many cases, the services are not being utilized. As a result, allocated funds remain unused, which impacts budget accuracy.

While it is standard practice to include funding in these sections during the initial SD Budget development to prevent service disruption during the transition from Traditional to Self-Directed services, once services are fully transitioned, it is your responsibility to reassess and make appropriate adjustments as needed.

Please review the following on an ongoing basis:

- Is the service actively being utilized within the SD Budget year? If not, can a budget amendment be submitted?
- Has the Fiscal Intermediary (FI) provider received monthly units used? If not, what follow-up or action can I support with?
- Is the unit rate accurate based on the NYS Reimbursement Rate Reform website?
- Are there sufficient units allocated to cover the entire Self-Direction Budget for the year?
- Where appropriate, can a change in budget type be explored to offset PRA balances and help (Please refer to page 55 of the Self-Direction Guide for additional guidance.)

Your diligence in monitoring and proactively managing budgets directly impacts on the sustainability of services and the individuals we support. Should you require clarification or technical assistance, please reach out promptly.

If you have questions or are unsure who to contact, please email **SelfDirect@pccsny.org** or call **(718) 370-1088**. Thank you for your continued commitment to compliance and to the individuals we support.