# Private Vehicle Modifications

**Definition:** This service offers modifications to a privately owned vehicle used to transport the waiver participant, and for any equipment needed by the participant which makes the vehicle accessible to the participant. Modification to any government-subsidized vehicle is not permitted. Private Vehicle Modifications may include consultation and assessment to determine the specific modifications/equipment needed, follow-up inspection after modifications are completed, training in the use of the equipment, repairs not covered by warranty, and replacement of parts or equipment. Private Vehicle Modifications may not be used for general repair of the vehicle, regularly scheduled upkeep or maintenance of the vehicle except for maintenance of the modifications, and does not cover factory-installed modifications prior to purchase. This service may not be used to purchase or lease a vehicle. Payment may not be made to adapt vehicles that are owned or leased by paid providers of waiver services. To ensure cost-neutrality, the Private Vehicle Modification service must be within a monetary cap of $7,500 per vehicle and a lifetime cap of two (2) vehicles per participant. The approval process for Private Vehicle Modifications is initially determined by the Waiver Case Manager based on the participant's needs, as identified and documented in the Support Plan, the consultation/assessment results (if applicable) and the availability of a privately owned vehicle that would be used for transportation on a routine basis. The criterion used in assessing a participant's need for this service is: 1) The parent or family member cannot transport the participant because the participant cannot get in or out of the vehicle; or 2) the participant can drive but cannot get in or out of the vehicle, and a modification to the vehicle would remove this barrier. According to State procurement policy, bids for the vehicle modification are obtained and submitted, along with the documentation of the need, to SCDDSN. The consultation/assessment does not require submission of bids. Each request is reviewed programmatically and fiscally before approval is given. The approval process is the same for any privately owned vehicle modification, regardless of ownership.

**Service Limits:** There is a monetary limit of $7,500 per vehicle and a lifetime limit of two (2) vehicles modified per participant. If a participant does not utilize the entire $7,500 when modifying a private vehicle and later needs to modify a second vehicle, the balance remaining from the first vehicle will not transfer to the new/second vehicle being modified.

**For details on consultations, please see the Private Vehicle Assessment/Consultation section of this chapter.**

**Payment may not be made to adapt vehicles that are owned or leased by paid providers of waiver services.**

**Providers:** Private Vehicle Modifications must be provided by vendors who are enrolled with SCDHHS as Waiver Durable Medical Equipment (DME) providers or by DDSN/DSN Boards/contracted providers. **A vendor enrolled with SCDHHS as a DME provider cannot opt to bill DDSN**. The provider list for this service is located on DDSN's website.

In most instances, Private Vehicle Modifications are provided by a vendor enrolled with SCDHHS as a DME provider. There may, however, be circumstances where a participant's needs can be met by a vendor that is not enrolled with SCDHHS.

**Arranging for the Service:** Before proceeding with bid requests, the **Private Vehicle Modifications Fact Sheet (ID/RD Info Sheet-3)** must be given to the participant/legal guardian. The information included in this fact sheet should be fully explained.

Once the participant's specific need has been identified and documented in the Plan and it is determined that Private Vehicle Modifications is the appropriate service to meet the need, the scope of work/specifications must

be developed. This should be done in consultation with the participant and/or family and should define the expected modifications as clearly as possible.

There are two options for Private Vehicle Modifications from which the participant/legal guardian may choose:

1. The Waiver Case Manager can define the expected modifications by meeting with the participant/family, examining the vehicle, reviewing the modifications that are needed, and developing some parameters in writing to provide to the contractors submitting bids. This is a crucial step to ensure that all requested provider bids are based on similar expectations.

**OR**

2. The expected modifications can be defined by obtaining a Private Vehicle Modification Consultation. For more details on this option see the Private Vehicle Consultation section of Chapter 10. The Consultation will NOT count toward the lifetime monetary cap.

The written specifications that are developed, whether by the Waiver Case Manager or by an independent consultant, must be provided to the contractors when requesting bids; and, each contractor's bid must be based on those specifications. Furthermore, the participant will likely need to be present when the provider examines the vehicle.

Once the scope of the modification has been determined and put in writing by the Waiver Case Manager or by the independent consultant, the participant/family should be offered choice of provider. This offering of choice must be documented in the participant's file.

**Procurement Requirements:**

In accordance with the South Carolina Consolidated Procurement Code, SCDDSN directive 250-08-DD, *Procurement Requirements for Local DSN Boards,* applies to all procurement activities supported in whole or in part by SCDDSN funding, including Private Vehicle Modifications funded by ID/RD Waiver. Providers contracted with SCDDSN must establish and follow procurement policies and procedures with requirements at least as restrictive as those contained in this directive. **Participants must be made aware of this requirement. Waiver Case Managers, not families, are responsible for soliciting bids for private vehicle modifications.** Directive 250-08-DD can be accessed on the SCDDSN website: www.ddsn.sc.gov.

**Below are the solicitation limits as defined by the Consolidated Procurement Code:**

**A. $10,000 or less NO COMPETITION:**

Small purchases not exceeding $10,000 may be accomplished without securing competitive quotations if the prices are considered reasonable. The purchasing office must annotate the purchase requisition "Price is fair and reasonable" and sign. The purchases must be distributed equitably among qualified suppliers. When practical, a quotation must be solicited from other than the previous supplier before placing a repeat order. The administrative cost of verifying the reasonableness of the price of purchase "not in excess of" may more than offset potential savings in detecting instances of overpricing. Action to verify the reasonableness of the price need be taken only when the procurement officer of the governmental body suspects that the price may not be reasonable, comparison to previous price paid, or personal knowledge of the item involved.

**B. $10,001 to $25,000 THREE WRITTEN QUOTES:**

Written request for written quotes from a minimum of three (3) qualified sources of supply may be made and, unless adequate public notice is provided in the South Carolina Business Opportunities, documentation of at least three (3) bona fide, responsive, and responsible quotes must be attached to

the purchase requisition for a small purchase not in excess of $25,000. The award must be made to the lowest responsive and responsible sources. The request for quotes must include a purchase description. Requests must be distributed equitably among qualified suppliers unless advertised as provided above.

C. **$25,000.01-$100,000 ADVERTISED SMALL PURCHASE:**
Written solicitation of written quotes, bids, or proposals may be made for a small purchase not in excess of $100,000. The procurement 250-08-DD, February 20, 2020, Page 4 must be advertised at least once in the South Carolina Business Opportunities publication. A copy of the written solicitation and written quotes must be attached to the purchase requisition. The award must be made to the lowest responsive and responsible source or, when a request for proposal process is used, to the highest ranking offeror.

The Waiver Case Manager should submit a plan change request to the Waiver Administration Division for approval before any work can be authorized.

When a bid is received, the **Acknowledgement of Bid Submission for Private Vehicle Modifications (ID/RD Form 62)** must be completed and forwarded to the provider/contractor that submitted the bid. This must be done for each bid received. This communication notifies the providers/contractors that their bids were received and that they cannot provide services without written authorization from the Waiver Case Manager.

**Note: If any change/editing must be made to the specifications of the proposed modifications during or after the solicitation of written bids, the solicitation process must be stopped.** A written amendment of the specifications must be completed and sent to all potential bidders who received the original specifications, so that each has opportunity to respond to the amended solicitation. All bidders must submit a written bid in response to the amended specifications so that bidding on identical project requirements is assured. A copy of the written amendment to the specifications and the subsequent bids must be submitted to Central Office for internal review.

At the time the written bid/s are submitted to SCDDSN, the modification must be requested to the SCDDSN Waiver Administration Division. In all cases, the lowest bid must be indicated, as the award will be made to the lowest responsive and responsible bidder. If a bid is submitted from a contractor that has been debarred by the State of South Carolina Materials Management Office, then the bid will be dismissed and a new bid will be obtained.

If the participant/legal guardian has communicated concerns about using the lowest bidder, citing, for example, bad references, proof of faulty work, complaints from the Better Business Bureau, etc., then the Waiver Case Manager/Early Interventionist must submit these concerns, in writing, to SCDDSN. SCDDSN Central Office staff will review this information, and, if legitimate, documented and substantiated concerns are noted, this information will be reported to the State of South Carolina Materials Management Office (SCMMO). The SCMMO will review this information, and, if they concur, the vendor will be debarred. If DDSN receives word from SCMMO that a vendor has been disbarred or has otherwise lost its business license due to substantiated complaints, the participant/family will be allowed to use the next lowest bidder for the modification.

In addition to obtaining the written bids, the Waiver Case Manager/Early Interventionist must complete the Acknowledgment of Monetary Cap and Lifetime Service Limit for Private Vehicle Modifications (ID/RD Form E-2) with the participant/legal guardian. This form must be submitted to the SCCDSN Waiver Administration Division along with the written bids and the Private Vehicle Modification Consultation, if applicable. To assure that neither the per vehicle monetary cap nor the lifetime limit of two vehicle modifications per participant is exceeded, the participant's file must be researched to determine if any previous Private Vehicle Modifications have been funded by the ID/RD Waiver. The VIN for the vehicle(s) previously modified and the total dollar amount spent for any modification(s) must be entered on the Acknowledgment of Monetary Cap and Lifetime Service Limit for Private Vehicle Modifications (ID/RD Form E-2) along with the dollar amount of the requested

modification and the VIN of the vehicle for which it is being requested. This form must be signed by the participant/legal guardian.

**Note**: Due to fluctuations in the costs of materials, some contractors limit the amount of time that they will honor a written quote. The SCDDSN Waiver Administration Division must assure that all bids submitted to SCDDSN Central Office for review are current and valid. This may require contacting bidders for confirmation.
Once the request for the modification has been approved, the participant/legal guardian must be presented with the Private Vehicle Modifications Project Agreement (ID/RD Form 61), agree to its terms and sign it before services can be authorized

**Authorizing the Service**:
To initiate the service following approval by the Waiver Administration Division, an electronic authorization must be completed and submitted to the chosen provider. A copy of the authorized bid and the Private Vehicle Modification Consultation, if applicable, should be included with the authorization.

If the authorized provider is enrolled with SCDHHS as a DME provider, the service must be must Direct-billed to SCDHHS. This must be indicated on the authorization.

If the authorized provider is a DSN Board or DDSN-contracted provider, the service must be Board-billed to SCDDSN. This must be indicated on authorization. If the provider of the service is not directly enrolled as a Medicaid Provider and is not on the DDSN QPL but will be invoicing the financial manager for services, the **"non-shareable"** indicator should be selected when authorizing the service and the authorization can be printed and faxed to the provider. Include a copy of the authorized bid and the Private Vehicle Modification consultation, if applicable, with the authorization.

**Monitoring Services:** The Waiver Case Manager must monitor the completed modifications on-site within two (2) weeks of completion (before payment is requested and issued) to verify that the work is complete (i.e. all components of the project, as described in the written specifications/scope, have been fulfilled), adequate, and satisfactory to the family.

Some questions to consider during monitoring include:

- Was the modification completed as originally prescribed?
- Is the modification functional?
- Is the participant satisfied with the end result of the modification?
- How has it made his/her vehicle more accessible and safe?
- Was he/she satisfied with the provider of the modifications?
- Are there additional needs that were included in the bid and the authorized modification that were not met by the provider?

**Requests for Payment for Private Vehicle Modifications that are NOT direct billed:**

Once the modification is completed and the WCM has monitored the modification to ensure satisfaction of the waiver participant, the Case Management organization will submit a request for payment via RBC (a secure DDSN Web Portal). Each Case Management organization will need access to RBC in order to submit payment requests. If your organization does not have access, please put in a helpdesk ticket by sending an email to helpdesk@ddsn.sc.gov.
To request payment for a completed modification, the following information is required:

- Request for Modification Payment Form (located on business tools)
- Invoice from the vendor
- Waiver authorization form

When the work is completed to the satisfaction of the participant/participant's family, then the above documentation must be scanned and uploaded through the DDSN Web Portal through RBC.

Once the information has been received, it will be reviewed and a payment to the vendor will be issued through DDSN's Accounts Payable Department. To check the payment status, please send an email to AP@DDSN.SC.GOV.

**Reduction, Suspension or Termination of Services:** If services are to be reduced, suspended or terminated, a written notice must be sent to the participant/representative including the details regarding the change(s) in service, the allowance for appeal, and a ten (10) calendar day waiting period (from the date that the reduction/suspension/termination form is completed) before the reduction, suspension or termination of the waiver service(s) takes effect. See *Chapter 9* for specific details and procedures regarding written notification and the appeals process.

# S.C. DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS
# INTELLECTUAL DISABILITY/RELATED DISABILITIES (ID/RD) WAIVER

## Private Vehicle Modifications Project Agreement

1) ☐ I understand that the requested private vehicle modifications are being funded with public money. This consists primarily of federal Medicaid funding and a smaller portion of state funding.

2) ☐ I have seen and agree to the specifications for the private vehicle modification. I understand that only what is in the approved specifications will be provided and funded.

3) ☐ I understand that under South Carolina state procurement law, the requested private vehicle modification project must be awarded to the lowest qualified bidder.

4) ☐ I agree that I will not request or instruct the provider to change any of the approved specifications after the project is awarded.

6) ☐ I agree that any additional work performed by the provider must be separately negotiated between the provider and the owner and will be the sole financial responsibility of the owner.

7) ☐ I agree to work cooperatively with the provider to ensure a positive working relationship during the course of the project.

8) ☐ I agree to be available during the project if the provider needs to take measurements of me or my wheelchair or ask questions to ensure that I will benefit from these modifications.

9) ☐ I understand that I must notify my Waiver Case Manager immediately if any unforeseen problems occur during the project.

I have read, understand, and agree to each of the above terms. I also understand that the requested private vehicle modifications cannot proceed without my signature below.

_____ _____
Signature of ID/RD Waiver Participant (if age 18 years or older) Date

OR

_____ _____
Signature of Parent/Legal Guardian/Vehicle Owner Date

_____ _____
Signature of Waiver Case Manager/Early Interventionist Date

SAMPLE

# S. C. DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS

## ID/RD WAIVER

## Private Vehicle Modifications Fact Sheet

- Private Vehicle Modifications for people served through the Intellectual Disability/Related Disabilities (ID/RD) Waiver depend upon the participant's assessed needs and whether funding is available under the monetary cap of $7,500.00 per vehicle with a lifetime cap of 2 vehicles. Procurement law and regulations apply along with specific restrictions and limits since federal Medicaid funding is being used.

- Private Vehicle Modifications must be completed by a licensed provider and the provider must comply with all equipment warranty requirements.

- Three written bids must be obtained and the lowest bid used.

- Examples of appropriate requests for private vehicle modifications include, but are not limited to the following: wheelchair lift, tie down system, lowered floor, raised roof, other modifications that facilitate entry/exit and interior movement or that facilitate safe restraint of a wheelchair during transit.

- Private Vehicle Modifications may include consultation and assessment to determine the specific modifications/equipment needed, follow-up inspection after modifications are completed, training in the use of equipment, repairs not covered by warranty, and replacement of parts or equipment related to the modification. Private Vehicle modifications may not be used for general repair of the vehicle.

- The ID/RD waiver will not provide funding for high-tech driving equipment and luxurious interior customizing, such as sound systems, VHS/DVD players, oak or teak trim work, extravagant seating, recreational accessories, or GPS navigation systems, etc.

- Routine maintenance and general repairs to the vehicle such tune-ups, engine/transmission servicing and parts replacement, air conditioning repair and replacement maintenance, tire care and replacement, painting, body work and batteries are the responsibility of the vehicle owner.

SAMPLE

# S. C. DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS
# ID/RD WAIVER

## Acknowledgment of Bid Submission for Private Vehicle Modifications

Provider/Contractor: _____

Address: _____
_____
_____

Participant Name: _____

The _____ (DSN Board/Case Management Provider) has received your bid in the amount of $_____ for private vehicle modifications that are proposed for the above named ID/RD Waiver participant. Your bid will be reviewed along with others submitted. If your bid is approved, you will receive written authorization from the Waiver Case Manager/Early Interventionist. **Under no circumstance should you begin work on these private vehicle modifications without written authorization from the Waiver Case Manager**. ID/RD Waiver funding cannot be used to pay for a service that was initiated or provided prior to authorization. If you have any questions, please do not hesitate to contact me at the number noted below.

Case Management Provider: _____ Waiver Case Manager Name: _____

Address: _____
_____
_____

Phone #: _____

_____ _____
Signature of Waiver Case Manager Date

Original: Provider/Contractor / Copy: File

SAMPLE

# S. C. DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS
# ID/RD WAIVER

## Acknowledgment of Monetary Cap and Lifetime Service Limit for Private Vehicle Modifications

Participant Name: _____

Social Security #: _____

CM/EI Provider: _____

CM/EI Name: _____

This participant's record has been reviewed. Since 1 October 2004, ID/RD Waiver funding has been used to complete modifications on his/her behalf of the following vehicle(s):

VIN: _____ Cost: $_____

VIN: _____ Cost: $_____

The modifications being requested will cost $_____ for the vehicle with the VIN _____. This modification will not exceed the monetary cap of $7,500 for this vehicle. Nor will it exceed the lifetime cap of two (2) vehicles for the above-named ID/RD Waiver participant.

_____ _____

Participant/Legal Guardian's Signature Date

SAMPLE

****THIS DOCUMENT MUST REMAIN IN THE WORKING FILE AT ALL TIMES. ****