

Developmental Disabilities Administration
Family Supports, Community Supports, and Community Pathways Waivers
Self-Directed Services - Staff Reasonable and Customary Wages - Effective July 1, 2023

Updated July 5, 2024

***All text in red indicates added/revised language since the prior release date**

Overview: Participants self-directing services can establish their own staff wages. This is a duty under the self-direction employer authority. Staff wages must be reasonable and customary. The following table provides information on staff wage ranges to consider.

Guidance:

1. Participants are responsible for employer related costs. These costs come out of the participant's budget.
2. Participants must ensure their budget can support all employer related costs. Taxes are an employer related expense.
3. Participants can hire staff at their county's established minimum wage. Maryland's minimum wage can be viewed at the [Maryland Department of Labor, Minimum Wage and Overtime Law](https://www.dllr.state.md.us/labor/wages/minimumwagelaw.pdf) <https://www.dllr.state.md.us/labor/wages/minimumwagelaw.pdf>
4. Participants can offer benefits. Benefits are optional unless required by law. Health insurance premium payments, paid time off, training, and travel reimbursement (e.g., mileage) are examples of benefits. Benefits must meet reasonable and customary standards.
5. Costs associated with benefits are different from staff wages. They are an additional cost that is included in the self-directed budget sheet.
6. Participants should hire enough direct support staff to meet their needs. Participants should minimize the need for staff to work overtime. Overtime payment is required by law. Overtime payments are an additional cost to the budget. Before approving overtime, participants must ensure they have funding available in their budget allocation.
7. Participants can offer their staff a pay increase.
8. Participants are not required to offer staff pay increases.
9. Pay increases can be based on staff performance.
10. Pay increases can be offered at any time during the year.
11. Participants can submit a request to exceed the staff wage range. The request is submitted using the Self-Directed Services - Staff Wage Exception Form. The form is available on the DDA website and in policy.
12. A higher wage can be used as noted in the table below. The higher wage is used for the following counties - Calvert, Charles, Frederick, Montgomery, or Prince George's.
13. The exception maximums are based on the provider/vendor maximum rates minus 14% for staff related taxes.
14. Personal Supports - Enhanced and Community Development Services 2:1 and 1:1 staff supports are based on documented need in the Person-Centered Plan
15. Wages for 2:1 Supports account for 2 employees working at the same time. Total wages for two employees may not be larger than the maximum.

Note: This plan language document is an overview of information and requirements. The requirements set forth in this document are not exhaustive. Detailed requirements can be reviewed in the DDA operated Medicaid Waiver Program applications, applicable laws, regulations, guidance, and policies.

Resources:

- [Policy - Self-Directed Services - Staff Wages, Provider and Vendor Rates, and Exception Process](#)
- [Self-Directed Service Guidance, Forms, and Webinars](#)

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SERVICE	BILLABLE UNIT	Staff Wage Range		Exception Maximum	
		MINIMUM	MAXIMUM	Standard	Calvert, Charles, Frederick, Montgomery, and Prince George's Only
Community Development Services - Group (2-4), Dedicated 1:1, and 2:1 (per employee)	Hour	Maryland Minimum Wage	\$32.45	\$53.04	\$62.30
Employment Services - Ongoing Job Supports	Hour	Maryland Minimum Wage	\$32.45	\$66.91	\$76.09
Nursing Support Services	Hour	Maryland Minimum Wage	\$64.90	\$95.43	\$102.31
Individual and Family Directed Services - Day to Day Administrator	Hour	Maryland Minimum Wage	\$32.45	\$60.46	\$60.46
Personal Supports	Hour	Maryland Minimum Wage	\$32.18	\$37.53	\$43.07
Personal Supports - Enhanced 1:1 and 2:1 (per employee)	Hour	Maryland Minimum Wage	\$37.86	\$47.54	\$55.83
Respite Care Services	Hour	Maryland Minimum Wage	\$21.63	\$29.79	\$30.17
Support Broker	Hour	Maryland Minimum Wage	\$32.45	\$60.46	\$60.46