

## **REQUEST FOR PROPOSALS (RFP): Respite Services Child and Adolescent**

Pre-Proposal Conference Held: October 29, 2025 | 2 p.m.

### **BHSB Facilitators:**

Ashley Coston, Procurement Lead

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## **QUESTIONS AND ANSWERS**

Posted: November 6, 2025

### **Question 1**

The RFP states that the RCC home/facility must be located in Baltimore City. If the resource home is in Baltimore City, is it acceptable for the agency's administrative office to be outside the city?

#### **Answer:**

Yes, if the home/service location is in Baltimore City, the administrative office does not need to be located there.

### **Question 2**

Medicaid funding for respite services ends at age 18 unless the individual qualifies for 1915(i) services. The contract states that youth served should be up to age 20. How will this discrepancy affect the grant? Currently, we provide both in-home and out-of-home respite in Maryland, but Carelon cannot authorize services for youth over 18. Could this be because individuals over 18 are not considered part of the child and an adolescent population?

#### **Answer:**

From our clarification, respite services will be covered up to 20 years of age, with the proper referral process. COMAR regulations specify eligibility under age 20, so clarification from the state is recommended to confirm licensing and billing requirements for individuals over 18. For individuals younger than 21 years old, may offer overnight respite in an appropriately licensed program or therapeutic foster care home.

### **Question 3**

As a current respite provider, is it acceptable to propose an expansion of a respite location in Baltimore City if the grant is awarded?



**Answer:**

Yes, you may propose an expansion of a respite location in Baltimore City as part of your grant application, provided it meets all program requirements and licensing standards.

**Question 4**

Can one person hold more than one position within the program? Does the program need to be credentialed with Medicaid as a facility?

**Answer:**

Yes, one person can hold multiple roles if permitted by program guidelines. The program must be credentialed with Medicaid as a facility to provide and bill for services.

**Question 5**

Previously, I ran an alcohol and drug abuse program and needed a waiver to serve as both the program director and another position. Will a waiver be required for similar dual roles here?

**Answer:**

If you are referring to roles such as Program Director and Program Coordinator, a waiver is not required. There are no regulations prohibiting one person from holding both positions.

**Question 6**

If providers are credentialed with Medicaid as individuals but previously worked under a group practice, and now want to provide this service independently, do they need to be recognized by Medicaid as a facility?

**Answer:**

Yes. The organization must be licensed under COMAR 10.63 as one of the following:

- Mobile Treatment Service Provider
- Outpatient Mental Health Clinic (OMHC)
- Psychiatric Rehabilitation Program (PRP)

This licensed entity is responsible for billing Medicaid.

**Question 7**

The appendices require a copy of the provider's ASO enrollment or approval letter/certificate. Where can this document be obtained?

**Answer:**

You can retrieve this documentation from the state of Maryland ASO website.



**Question 8**

To provide out-of-home respite, is a Child Placement Agency (CPA) license required? Can OMHC or PRP programs provide out-of-home respite services?

**Answer:**

Yes, a CPA Child Placement Agency license is required for out-of-home respite. OMHC and PRP programs qualify for community-based respite services. For out-of-home respite in a treatment foster home or facility, both COMAR 10.63 licensing and CPA licensing are required.

**Question 9**

Does adult respite require a different license? Our current license covers child and adolescent services, which may explain why billing stops at age 18 unless the individual qualifies for 1915(i).

**Answer:**

Yes, adult respite may require a different license. COMAR regulations specify eligibility under age 20, so clarification from the state is recommended to confirm licensing and billing requirements for individuals over 18.

For individuals younger than 21 years old, may offer overnight respite in an appropriately licensed program or therapeutic foster care home.

**End of Questions and Answers**