**Announcement**

55 Pa. Code Chapter 51 Room and Board Contract

**ODP Communication Number:** Announcement 015-13

The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

**AUDIENCE:** Individuals and Families, Residential Habilitation Service Providers, Administrative Entity (AE) Administrators or Directors, County Administrators, Supports Coordination Organizations (SCO), Other Interested Parties

**PURPOSE:** To announce the 55 Pa. Code Chapter 51 Room and Board Contract is available to residential habilitation provider agencies.

**BACKGROUND:**

In accordance with 55 Pa. Code Chapter 51, Office of Developmental Programs Home and Community-Based Services, §§ 51.121-51.128, the Office of Developmental Programs (ODP) has developed a Department approved standard room and board contract form to be used for waiver participants who receive unlicensed or licensed residential habilitation services. Section § 51.122 (a) states “A Department-approved room and board contract shall be used by a provider for a participant receiving a residential habilitation service.” This contract should also be used for base-funded participants when the provider renders residential habilitation services to both waiver and base-funded participants at the same waiver service location.

The contract is entitled, Room and Board Contract Under 55 Pa. Code Chapter 51 and is also identified as DP 1051. This form is located on the ODP Consulting System website at [www.odpconsulting.net](http://www.odpconsulting.net) by navigating from the ODP Consulting home page > Resources > ODP Forms.
Please note that if a provider agency has a current, accurate room and board contract in the participant’s file, ODP is not requiring provider agencies to complete the new Room and Board Contract Under 55 Pa. Code Chapter 51 form. The intent is for provider agencies to begin using the Room and Board Contract Under 55 Pa. Code Chapter 51 form when a new contract is needed as specified in §§ 51.122 and 51.125.

NOTE: Handwritten signatures or marks must be obtained in the signature section. In addition, the provider agency has the option to also type each person’s name in the signature section so that each name is clearly printed.