



# Performance-Based Contracting (PBC) – Administrative Entities’ (AE) Notice to Individuals

## ODP Announcement 25-062 Reissue

### AUDIENCE:

- AEs
- Support Coordination Organizations (SCOs)
- Support Coordinators (SCs)

### PURPOSE:

- To provide details about information that will be sent to individuals and their families regarding the assignment of PBC tiers for residential service providers.
- To equip SCs and SCOs with the necessary information and resources to respond to questions from individuals and families about the PBC tier assignment.

### DISCUSSION:

#### Administrative Entities:

- AEs previously sent letters to individuals to provide information about PBC.
- The second letter is to inform individuals receiving residential services about provider tier assignment. The AEs will send the attached letter to all individuals

who are registered with their AE and are authorized to receive Residential Habilitation, Life Sharing, or Supported Living.

- AEs should include with each letter the “What is Performance Based Contracting?” and the “Performance Based Contracting Frequently Asked Questions (FAQ).”
- Please use the individual and family’s preferred method for receiving communications (ie. postal mail, email).
- AEs should send all letters by **September 30, 2025**.

#### **SCOs and SCs:**

- To help individuals and families better understand PBC letters and tier assignments, SCs are encouraged to review the following documents and resources to prepare for any questions:
  - Letter to Individuals Notifying of Residential PBC Tier Assignments (attached)
  - Infographic, “What is Performance Based Contracting” (attached)
  - Performance-Based Contracting Frequently Asked Questions (FAQ) for Individuals and Families (attached)
  - [Performance-Based Contracting for Residential Services \(Individuals and Families session\) \(January 30, 2025\) – MyODP](#)

#### **QUESTIONS:**

Questions regarding this protocol may be directed to [RA-PWODPPBC@pa.gov](mailto:RA-PWODPPBC@pa.gov).

**ATTACHMENTS:**

- [What is Performance-Based Contracting?](#)
- [Performance-Based Contracting Frequently Asked Questions \(FAQ\) for Individuals and Families](#)
- Template Letter for PBC Notification from AEs