

Application for Section 21 and Section 29 Waiver Services

Team meets—in person or by telephone—to discuss Member’s needs and to recommend specific services (what staff will do “to/with/for” the Member.)

Member or Guardian signs “Choice Letter Regarding Waiver Services” dated on or after the meeting in which it was discussed.

The Case Manager documents that information (along with all other required information) in the Person-Centered Plan (DS PCP Forms assessment) **in EIS**.

- The Case Manager writes the description of services needed by the Member in the Case Management MaineCare Service Description Form “Service Planning Narrative” using language from the specific service’s MaineCare Service Description (Community Support, Work/Employment Support, Home Support)

The Case Manager creates a DS_HCB Waiver Assessment **in EIS** for the specific Waiver(s) for which the Member is applying—including Guardian Decision Regarding Waiver Services dimension. **DO NOT LOCK OR END-DATE THAT ASSESSMENT.**

The Case Manager submits to the Resource Coordinator:

1. OADS Section 21 and/or Section 29 **Waitlist Application Cover sheet—paper**
2. **Choice Letter Regarding Waiver Services—paper copy**—with Member/Guardian and Case Manager signatures; dated on or after the meeting in which the choice was discussed
3. OADS Personal Plan **Face Sheet** signed by Member/Guardian and Case Manager—**paper copy**
4. For Section 21 Application ONLY: A **Waiver Eligibility Form—paper**
5. Person-Centered Plan (DS PCP Forms)—**in EIS**—with services described in MaineCare Case Management Service Description “Service Planning Narrative.”
6. DS _ HCB Waiver Assessment (one for each waiver for which the Member is applying—NOT locked, NOT end-dated)—**in EIS**. Complete “Guardian Decision Regarding Waiver Services” dimension in Questionnaire, also.

NOTE: Only the most current versions of forms will be accepted. Incomplete applications will be returned to the Case Manager and no action taken until the completed application is received. The Resource Coordinator will document missing items in EIS notes.

The Resource Coordinator will review the paper and electronic documents and if complete will note the review in the Waiver Assessment **in EIS** and mail the paper documents to the Waiver Manager in Augusta. (example: “reviewed for section XX waitlist, XX/XX/XXXX, resource coordinator.”)

The Waiver Manager will assign the eligible Member to the appropriate waiting list, based upon criteria in Section 21.03-5 and/or Section 29.03-04.

The Waiver Manager will notify the Member or their guardian in writing, copying the Case Manager and the Resource Coordinator. Waiver Assessments can be viewed for waitlist status.

The Case Manager creates a Section 21 Waitlist Justification Assessment **when and ONLY if** the Member is determined to be on Priority One. The Waitlist Justification Assessment is to be updated at least annually or at the time of significant change. This is a critical source of information used for selecting for funded openings.