**Accepting and Declining a Section 21 and/or S29 Offer**

* The Member and/or Guardian received a letter from the Waiver Specialist by certified mail that tell them a funded opening for Section 21 or Section 21 waiver program is available.
* When a Member is offered a funded slot, they are removed from the Waiting List. If they accept the offer they can change their mind later and decline it. But if they decline the offer and later change their mind, they have to reapply and will probably go back on the Waiting List. Even if they were offered Section 21, there is no guarantee it will get another offer again soon.

**Accepting an Offer**

If the Member and/or Guardian chooses to **Accept** Waiver Funding

* The Case Manager documents in the Electronic Information System (EIS) the acceptance of the waiver, as a General Note with the Subject: **Accepting Waiver funding Section 21 and/or Section 29. (Not Applicable to Mental Health or Children’s Case Managers)**
* The Case Manager notifies the Waiver Specialist by **Email.**

**Declining an Offer**

If the Member and/or Guardian chooses to **Decline** Waiver Funding

* The Case Manager discusses with the Member and/or Guardian the pros and cons regarding declining waiver services.
* The Case Manager makes sure the Member and/or Guardian understand the Member is no longer on the Waiting List and if the offer is declined, they will have to reapply and may be back on the Waiting List for some time.
* The Case Manager has the Member and/or Guardian complete and sign the [Declination-Voluntary Termination of Waiver Services (Word). (Please make sure to check the Declination box and include a reason if they are willing to give one.)](https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/Declination-Voluntary-Termination-of-Waiver-Services%202.12.docx)
* The Case Manager sends a copy of the signed [Declination-Voluntary Termination of Waiver Services (Word)](https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/Declination-Voluntary-Termination-of-Waiver-Services%202.12.docx) form to the Waiver Specialist by email.