**Voluntary Termination of Waiver Services for Section 21 and/or 29**

The Guardian and/or Member can choose to Voluntarily Terminate waiver funding and end services at any time:

Reasons: Member moving to another State

Member no longer interested in Services

Member would like to accept another MaineCare Waiver and/or Service

**The Case Manager will**:

* Discuss with the Guardian and/or Member
  + The pros and cons of voluntarily terminating the member’s waiver funding
  + The reasons the Member and/or Guardian want to end funding and services
  + The Member would need to re-apply to the Waiver if they change their minds and the current state of the waiting list for waiver services
* Document in EIS the decision of the Member and/or Guardian to Voluntarily Terminate Waiver Services, as a General Note with the Subject: **Voluntary Termination of Waiver Funding Section 21 and/or 29**
* Ask the Member and/or Guardian complete and to sign the [Declination-Voluntary Termination of Waiver Services (Word). (Make sure the Termination box is checked and reason(s) are documented)](https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/Declination-Voluntary-Termination-of-Waiver-Services%202.12.docx)
* Email a copy of the signed form to their assigned Resource Coordinator and cc the [Waiver Specialist](mailto:HCBS.waiver@maine.gov).

Once Received:

**The Resource Coordinator:**

* Will end all authorizations for Services on the date the termination form was signed.
* Will terminate the Section 21 or 29 DS Comprehensive/Support HCB Waiver assessment in EIS on the date the termination form was signed.
* Will email the Waiver Specialist and Waiver Assistant to inform them of the termination date and attach the form to the email.

**The Waiver Specialist** will document the termination in Evergreen on the date the form was signed.

**The Waiver Assistant** will end the Member’s classification in QNXT.