

Important CCS Waiver Application Requirements and Reminders

Revised January 31, 2023

The Developmental Disabilities Administration (DDA) recognizes the invaluable work that you do as Coordinators of Community Service (CCS)s. We would like to thank you for your dedication to ensuring that people have access to the services they need to meet their goals and assessed needs. To ensure that all DDA operated Medicaid Waiver applicants receive timely eligibility and services, we would like to share a few reminders related to the DDA operated Medicaid Waiver application process, Eligibility Determination Division(EDD), and financial redeterminations.

***All text in red indicates added/revised language since the prior release date**

1. CCS REQUIREMENT - DDA Medicaid Waiver Application Submission Email to Eligibility Determination Division **(Revised January 31, 2023)**

As per the Memorandum of October 18, 2022 on [Family Supports, Community Supports, and Community Pathways Waiver Application Processes – Financial Eligibility Determination Updates](#)

- Medicaid (MA) Waiver applications should be uploaded into the DDA Waiver Application packet in the *LTSSMaryland* system within one business day upon receipt of the applicant's signature.
- The CCS must send an email notification to EDD at (mdh.ddaeddinquiries@maryland.gov) once the Medicaid Waiver application is uploaded into the Waiver packet in the *LTSSMaryland* system.

The email should contain the following information:

Subject Line: (Insert Person's LTSS ID#) - DDA Waiver Application

Body of Email shall include:

- The DDA Medicaid Waiver application for (insert person's first and last name) – ID: (insert person's LTSSMaryland ID #) has been uploaded into *LTSSMaryland* for the (insert – Family Supports, Community Supports, or Community Pathways) Waiver Program

For additional information, please visit: [Family Supports, Community Supports, and Community Pathways Waiver Application Processes – Financial Eligibility Determination Updates](#)

2. DDA Medicaid Waiver Application Packet - Documents in *LTSSMaryland*

- When completing a DDA Waiver Application Packet in *LTSSMaryland*, please be sure to upload supporting waiver related documents and the following required documents: MA Waiver Application; Freedom of Choice Form; EDD Release Form; and Meeting Minutes/Sign-in Sheet.

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- If additional supportive documentation is requested, submit all submitted documents to EDD's **dedicated email address at (mdh.ddaeddinquiries@maryland.gov)** via a secure email with a read receipt. These documents should also be uploaded under the DDA participant's LTSS profile - Client Attachments.

3. Social Security Benefits (New March 8, 2021)

- In instances where an individual needs to apply for Supplemental Security Income (SSI) benefits, the CCS is expected to work with the individual, legal guardian, authorized representative and take the lead, supporting the individual application for SSI benefits.
- This may involve educating the individual and family of the SSI application process or playing a more involved role in applying for SSI benefits as requested. CCSs should include applying for SSI benefits as part of the transition plan, for individuals who received SSI benefits prior receiving services in an institution

4. EDD Denials (Revised January 31, 2023)

- EDD will begin sending denial letters to applicants if they have not submitted the application and provided the requested information before the end of the six-month consideration period. If an applicant receives a denial letter, the submission of a new application is required. **Therefore, it is important to upload Waiver Applications into LTSSMaryland within one business day upon receipt of the applicant's signature**
- **NOTES**
 - Waiver eligibility determinations must be made within the six-month consideration period.
 - The six-month consideration period begins on the first day of the month the application is signed.
 - For example, an application signed on February 21, 2022.
 - The consideration period is February 1st through July 31, 2022.
 - July 31, 2022 would be the end of the six-month consideration period for a February 21, 2022 application.
 - In order for EDD to make a determination, it is important that:
 - All requested documents are submitted in their entirety. For example, if a bank statement is requested and it is 10 pages long, the applicant is required to submit all 10 pages of the document; and
 - All information in the document is viewable and readable; therefore, no sections or information should be marked, redacted, or blackened out.

5. Waiver Advisory Opinion - People Transitioning from an Institution (Revised March 8, 2021)

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- When submitting a MA Waiver Application to EDD so that a person can transition out of an institution into the community, please be sure to copy the Regional Office staff via a secure email with a read receipt. The RO staff must submit an Advisory ATP to EDD within *LTSSMaryland* to alert them to act on the application and create a Waiver Advisory Opinion Letter.
 - Complete MA app 1-2 months prior to discharge.
 - Upload MA app in LTSS and email to EDD mailbox
 - Alert the RO that MA app is uploaded and what anticipated discharge date is
 - Once EDD approved MA app, a letter is generating with date individual needs to find placement by
 - Once individual is placed, complete rest of waiver with initial PCP in LTSS

6. Participant Address Changes (Revised January 31, 2023)

- CCSs should complete all current living address changes for DDA Waiver programs participants in *LTSSMaryland*. Once completed in *LTSSMaryland*, EDD will complete the address update in the system within 30 days of receipt.

7. Participant Name Changes (Revised January 31, 2023)

- CCSs should submit all name changes for DDA Waiver programs participants to EDD's dedicated email address at (mdh.ddaeddinquiries@maryland.gov) via a secure email with a read receipt. The email should contain the following information:

Subject Line: (Insert Person's LTSS ID#) - Name Change

Body of Email shall include:

- Participant's Old Name
- Participant's New Name
- Medicaid Number
- Legal Name Change documentation

8. EDD Letters

- Letters and communications from EDD can be found in *LTSSMaryland* within the following locations (1) Programs > Letters > DDA EDD Letters section and (2) Case Management > Client Attachments.
- Please be sure to review these areas daily and follow up with the applicant/participant and/or family, when necessary, to ensure that EDD receives timely responses to their requests for additional information.

9. EDD Financial and Overall Decision Forms (New March 8, 2021)

Issue Date : 1.31.2022

Revised : 1.31.2023

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- The Financial and Overall Decisions Forms processed by EDD can be found in LTSS*Maryland* within the following location: Programs > Financial & Overall Decision
- To determine if EDD has received the MA Waiver Application or confirm the previously submitted MA Waiver Application is still viable, please be sure to review this area before following up with EDD or submitting a new MA Waiver Application

10. EDD Waiver Redeterminations and Disenrollments **(Revised January 31, 2023)**

- The current Maintenance of Effort (MOE) gives Maryland Medicaid authority to maintain eligibility and 1915 (c) home and community-based waiver enrollment when the individual no longer meets technical, medical, or financial eligibility requirements. Only those individuals who meet one or more of the following criteria shall be disenrolled from a waiver:
 - Moves out-of-state;
 - Elects to disenroll; or
 - Is deceased.
 - **Living in a short term institution**
 - **When a participant is relocated into a short term institutional stay for 30 days or more (i.e. rehabilitation, SETT, nursing home, etc), the CCS must notify their regional waiver coordination for disenrollment.**
- **All eligibility redeterminations have been extended, DDA waiver participants will receive information in the mail regarding when their redeterminations are due.**

11. WC-12 Forms

- WC-12 forms should no longer be submitted to the DDA Waiver email address. To let DDA know of a participant's waiver status, please submit a *Notification ATP* within LTSS*Maryland*. This will alert RO staff to their change in circumstances, so that EDD can act on it.