

# Important CCS Waiver Application Requirements and Reminders

**Revised January 31, 2022**

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

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 Medicaid Waiver applicants receive timely eligibility and services, we would like to share a few reminders related to the DDA Medicaid Waiver application process, Eligibility Determination Division, and redeterminations.

## 1. **CCS REQUIREMENT - DDA Medicaid Waiver Application Submission Email to Eligibility Determination Division (Revised May 5, 2021)**

CCSs are required to upload the Medicaid Waiver Application in the DDA Waiver Application Packet within LTSSMaryland and alert EDD staff of the uploaded documents via a secure email with a read receipt. CCSs must mention the DDA waiver that the applicant is applying for in the email. CCSs are no longer required to attach the Medical Assistance Waiver Application or supporting documents to the email as EDD can now access directly in LTSSMaryland. The email alert is required.

Please note all emails to EDD must be sent to the following EDD staff members:

| <b>Contact Person</b> | <b>Email Address</b>                                 |
|-----------------------|--|
| Carolyn Cornish       | carolyn.cornish@maryland.gov                         |
| Othille Henry         | othille.henry@maryland.gov                           |
| Patrese Miller        | patreser.miller@maryland.gov<br>(New March 18, 2021) |
| Jackie Dunphy         | jackie.dunphy@maryland.gov                           |

For additional information, please visit: [Revised COVID-19 – DDA Medicaid Waiver Application Submission to Eligibility Determination Division --March 27, 2020](#)

## 2. **Participant Address Changes (New March 18, 2021)**

CCSs should submit all address changes for DDA Waiver programs participants to Patrese Miller at patreser.miller@maryland.gov via a secure email with a read receipt. The email should contain the following information:

Subject Line: (Insert Person's LTSS ID#) - Address Change Body of Email shall include:

- (1) Participant's Name
- (2) Medicaid Number
- (3) New address

### **3. Participant Name Changes (New March 18, 2021)**

CCSs should submit all name changes for DDA Waiver programs participants to Patrese Miller at patreser.miller@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:

- (1) Participant's Old Name
- (2) Participant's New Name
- (3) Medicaid Number
- (4) Legal Name Change documentation

### **4. LTSS*Maryland* - DDA Medicaid Waiver Application Packet - Documents**

When completing a DDA Medicaid 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.

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

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.

### **6. 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.

## 7. EDD Letters

Letters and communications from EDD can be found in LTSS*Maryland* 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.

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

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

## 9. EDD Denials (Revised March 18, 2021)

Due to the COVID-19 State of Emergency, EDD is not denying MA Waiver Applications that are pending for failure to return information, or if an ATP was not received.

**Therefore, it is not necessary to submit multiple copies of the MA Waiver Application to EDD.**

### NOTES:

(1) For initial applications, the application must have been received by EDD prior to the six (6) month expiration period.

(2) **An application is viable for six (6) months, starting from the first day of the month associated with the date at the top of the application, as initial by the CCS.**

- If a CCS received an application on 8/24/2020 and does not submit it to EDD until 12/31/2020, the application is still viable (i.e., has not exceeded the six (6) month timeframe). ***A new MA Waiver Application is not needed.***

- If a CCS received an application on 8/24/2020 and does not submit it to EDD until 1/31/2021, the application has already expired prior to being received by the State (i.e., EDD) and ***a new MA Waiver Application is required.***

- In this example, the six month counter starts August 1 (as month one) even though the application was received on August 24. The six months time frame starts from August 1 and would expire January 31.

(3) EDD will honor and not deny MA Waiver Applications that are submitted within the 6 month timeframe *even if an ATP has not been submitted*.

#### **10. EDD Waiver Redeterminations and Disenrollments (Revised January 31, 2022)**

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:

- (1) Moves out-of-state;
- (2) Elects to disenroll; or
- (3) Is deceased.

All eligibility redeterminations have been extended until **further notice**.

#### **11. WC-12 Forms**

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