<u>MEMORANDUM</u>

TO: Developmental Disabilities Administration (DDA) Stakeholders

FROM: Bernard Simons, Deputy Secretary
Developmental Disabilities Administration

Marlana R. Hutchinson, Director
Medicaid, Office of Long Term Services and Supports

RE: Family Supports, Community Supports, and Community Pathways Waiver
Application Processes – Financial Eligibility Determination Updates

DATE: October 18, 2022

The Maryland Department of Health's (MDH) Developmental Disabilities Administration
(DDA) operates three Medicaid home and community-based services (HCBS) waiver programs:
Community Pathways, Community Supports, and Family Supports.

In order for an applicant to be enrolled in a DDA-operated, Medicaid HCBS waiver program, the
applicant must meet medical, technical, and financial eligibility. The DDA reviews and
determines medical and technical eligibility, while Medicaid's Eligibility Determination Division
(EDD) determines an applicant's financial eligibility for Medical Assistance (i.e., Medicaid).

Below are updates and reminders related to Medicaid and DDA waiver program application
processes and financial eligibility requirements.

<u>Submitting a Waiver Application</u>

- Waiver applications should be uploaded in LTSS*Maryland* within one business day upon
  receipt of the applicant's signature.
- The Coordinators of Community Services must send an email notification to EDD at
  (mdh.ddaeddinquiries@maryland.gov) once the application is uploaded in
  LTSS*Maryland*.
- The application for waiver program participation is received and reviewed by an EDD
  Case Manager who will determine if all of the documents needed to determine financial
  eligibility have been received.

- If the EDD Case Manager does not have all of the documents needed to determine financial eligibility, the EDD Case Manager will send the applicant a request for information document.
  - The request for information document will let the applicant know what is needed for the EDD Case Manager to determine eligibility, along with the due date.
  - The request for information form will also include the assigned EDD case manager's contact information if the applicant or their authorized representatives have questions or concerns.
- Requested documents should be submitted to EDD by the requested due date but no later than the end of the application's six-month consideration period.
  - The requested information can be submitted by:
    - Uploading to the MyMDThink Consumer Portal link: https://mymdthink.maryland.gov/home/#/
    - Email to EDD at mdh.ddaeddinquiries@maryland.gov
    - Fax - 410-333-0109
    - Mail – Eligibility Determination Division
      6 St. Paul Street, 4th Floor
      Baltimore, MD 21202

Please note, 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.

Eligibility Determination
- 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 received.
  - 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.
- The EDD will begin sending denial letters to applicants if they have not provided the requested information before the end six-month consideration period.
- If an applicant receives a denial letter, submission of a new application is required.

For more information, please contact:
- EDD at mdh.ddaeddinquiries@maryland.gov
- DDA by reaching out to your Regional Office