



DDSN Executive Memo

**TO: EXECUTIVE DIRECTORS, DSN BOARDS
CEOS, CONTRACT SERVICE PROVIDERS
CASE MANAGEMENT PROVIDERS**

FROM: SUSAN KREH BECK, ED.S., LPES, NCSP, ASSOCIATE STATE DIRECTOR-POLICY *SKB*

DATE: FEBRUARY 9, 2021

RE: Waiver Slot Requests

In an effort to streamline waiver processes and ensure consistency among the three (3) Waivers operated by DDSN, the form used to request a waiver slot has been revised. In addition, there is now a separate form to use when requesting a Reserved Capacity Waiver Slot. Both forms can be used for all three (3) waivers; Intellectual Disability/Related Disabilities Waiver, Community Supports Waiver and Head and Spinal Cord Injury Waiver. The forms are located in Business Tools under the forms for each Waiver.

For Reserved Capacity Waiver Slot requests, it is important to carefully review the specific criteria outlined in Chapter 3 of each waiver manual. The criteria for a Reserved Capacity Waiver Slot varies among waivers. When completing a request, there is a dropdown box so the appropriate category for the Reserved Capacity Waiver Slot can be selected. Include any information to support the need for the request.

If you have any questions please contact Janis Moores at (803) 898-9703 or janis.moore@ddsn.sc.gov or Melissa Ritter at (803) 898-5120 or mritter@ddsn.sc.gov.

cc: Lori Manos, Director-Waiver Policy, Administration, and Case Management
Jennifer Jaques, Program Manager I-Services
Janis Moore, Director of Waiver Policy & Case Management, Services
Melissa Ritter, Director, Head and Spinal Cord Injury Division, HASCI