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## **MEMORANDUM**

**TO:** Executive Directors, DSN Boards of Case Management  
CEOs, Contracted Service Providers of Case Management  
Case Management Supervisors

**FROM:** Lori Manos, Associate State Director-Policy 

**RE:** New Requirement for Environmental Modification Services

**DATE:** April 25, 2023

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The purpose of this memo is to announce the immediate requirement for use of the “Acknowledgement of DDSN Waiver Funded Environmental Modifications Provider Requirements” form for Environmental Modifications funded through the Community Supports (CS), Head and Spinal Cord Injury (HASCI), and Intellectual Disability and Related Disabilities (ID/RD) Waivers. The purpose of the form is to ensure waiver participants and their representatives understand that only approved Environmental Modification providers are eligible to complete Environmental Modifications, and approved providers must be both pre-qualified by DDSN and enrolled as DDSN Environmental Modification providers with the South Carolina Department of Health and Human Services.

The Environmental Modification chapters of all three waiver manuals have been updated to indicate that Waiver Case Managers must discuss the provider requirements with the participant and his/her legal guardian at the time the need is identified, and the participant or legal guardian must sign the “Acknowledgement of DDSN Waiver Environmental Modification Provider Requirements” form. In addition, the Environmental Modification Fact Sheet, Project Agreement, and Release of Liability forms have been updated to specify that only approved service providers are eligible to complete Environmental Modifications and only after the service is authorized.

Questions may be directed to Melissa Ritter, HASCI Division director, at 803-898-5120 or [mritter@ddsn.sc.gov](mailto:mritter@ddsn.sc.gov). Thank you.

Attachment



## Acknowledgement of DDSN Waiver Environmental Modification Provider Requirements

The South Carolina Department of Disabilities and Special Needs (DDSN) must pre-qualify all providers for the Environmental Modification service available through the Community Supports (CS), Intellectual Disability and Related Disability (ID/RD), and Head and Spinal Cord Injury (HASCI) waivers. The qualification requirements are detailed below.

The provider must submit the following documentation to SC DDSN:

1. Copy of Contractor's License.  
*\*Contractor must be established for a minimum of two (2) years with SC Labor, Licensing and Regulation (SCLLR) as a Residential Builder or General Contractor and must be in good standing.*
2. W-9 Tax Form.
3. Completed SE-350 "Questionnaire for Contractors" form.
4. Completed "Contractor Reference" form. Three (3) references required.
5. Certificate or Proof of Insurance (Copy of Workers Compensation if not included in Proof of Insurance).
6. Name and license number for all subcontractors used to complete any electrical, plumbing, and/or HVAC work.
7. Evidence of Financial Capability (financial statement, bank statement, credit line, etc.).  
*\*Contractor must provide evidence they are capable to cover a minimum of \$20,000 with no upfront funding. There is no deposit or down-payment option for projects funded through Medicaid.*
8. Must have a valid business license, verifiable with the South Carolina Secretary of State.

Upon receipt of the required information, the DDSN qualification review will be completed within five (5) business days. Once qualified by DDSN, the provider must complete the Medicaid Provider application process through the SC Department of Health and Human Services (DHHS).

**My signature on this form indicates that my Waiver Case Manager has explained these requirements to me, and I understand that only providers which have been both qualified by DDSN and enrolled with SC DHHS are eligible to provide DDSN waiver funded Environmental Modifications.**

\_\_\_\_\_  
Waiver Participant/Legal Guardian Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Waiver Case Manager Signature

Date: \_\_\_\_\_