

## MEMORANDUM

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

FROM: Constance Holloway, Esq. *CDH*  
Office Director

DATE: September 16, 2025

SUBJECT: Contact with Inactive Individuals on the Waiver Priority Lists

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The purpose of this memo is to notify case management providers of the Office of Intellectual and Developmental Disabilities (OIDD's) intent to begin contacting individuals on the Waiver Priority Lists who are **not** receiving active case management. The goal of this contact is to ensure those on the priority lists who are not receiving active case management are aware of their position on the priority list, wish to remain on the priority list, and understand the importance of Medicaid eligibility for accessing services.

For the past several years, OIDD staff members have contacted individuals on the Waiver Priority Lists by way of an annual mailing. This year, to ensure the priority lists are updated and accurately reflect service needs, staff members will attempt direct contact with those who are not receiving active case management services.

If the person cannot be reached, OIDD staff members will complete the non-signature declination process to remove him or her from the priority list. If the inactive person is connected with a case management provider, OIDD staff will contact the case management provider to inquire about any other possible contact information before the person is removed from the priority list.

Questions regarding this memo may be directed to Melissa Ritter, Director of Special Services, at [mritter@ddsn.sc.gov](mailto:mritter@ddsn.sc.gov).