

## South Carolina Department of Disabilities & Special Needs Environmental Modifications- Provider Verification

### **Environmental Modifications Definition:**

Physical adaptations to the home, required by the individual's plan of care, which are necessary to ensure the health, welfare, and safety of the individual, or which enable the individual to function with greater independence, and without which, the individual would require institutionalization. Such adaptations may include the installation of ramps and grab-bars, widening of doorways, and/or modification of bathroom facilities which are necessary to accommodate the medical equipment and supplies which are necessary for the welfare of the individual. Excluded are those adaptations or improvements to the home, which are of general utility, and are not of direct medical or remedial benefit to the individual, such as carpeting, roof repair, central air conditioning, awning additions, etc. Additionally, these specific adaptations are excluded: modifications that add square footage to the home, pools, decks, stairs, elevators, breezeways, carports, and hot tubs/whirlpools. All modifications shall be provided in accordance with applicable State or local building codes. Approval of a request for environmental modification is a multi-step process which includes securing bids for the modification.

### **Minimum Requirements**

An applicant must:

- a) Be established for a minimum of two consecutive years with SC LLR as a Residential Builder or General Contractor.
- b) Be in good standing with SC LLR.
- c) Have a valid business license verifiable with the South Carolina Secretary of State.
- d) Not have unresolved Orders, or Orders or Complaints of: Assault, Violence, on-site Drug or Alcohol use, Fraud, Deception or Manipulation.

### **Information to Submit**

If the requirements listed above are met, the following information must be submitted to DDSN:

1. [Provider Verification Coversheet](#)
2. 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.*
3. W-9 Tax Form.
4. Completed [SE-350 "Questionnaire for Contractors"](#) form.
5. Completed ["Contractor Reference"](#) form. Three (3) references required.
6. Certificate or Proof of Insurance (Copy of Workers Compensation if not included in Proof of Insurance).
7. Name and license number for all subcontractors used to complete any electrical, plumbing, and/or HVAC work.
8. 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.*
9. Must have a valid business license, verifiable with the South Carolina Secretary of State.

Upon receipt of all information listed above, DDSN will, within sixty days of receipt, complete its review. DDSN will notify the applicant in writing of the decision following its review.

Once verified by DDSN, an online application to enroll with SC DHHS as a DDSN Medicaid Waiver Provider must be completed. The written letter of decision from DDSN will include the address for this online application.

Please direct any questions to [providerapplications@ddsn.sc.gov](mailto:providerapplications@ddsn.sc.gov).  
Please submit information for verification to [providerapplications@ddsn.sc.gov](mailto:providerapplications@ddsn.sc.gov).