

CHAPTER 3

REQUESTING A SLOT

In order to be enrolled in the Community Supports Waiver, the individual must need the services and supports that can be provided through the Waiver. As a Waiver Case Manager/Early Interventionist, you are responsible for assessing the individual's needs and determining the service and supports available to meet the identified needs. If, after assessing the needs and identifying the available services and supports, it is found that the Community Supports Waiver is an appropriate mechanism for funding some of the needed services and supports, a Community Supports Waiver slot should be requested.

If an individual or his/her family, at any point in time, specifically requests enrollment in the Community Supports Waiver, a slot **MUST** be requested. Furthermore, if an individual/legal guardian contacts any local board/provider and requests "waiver services", the application must be submitted regardless of whether or not there is an open case, whether or not DDSN eligibility has been determined. In these cases, this should be noted on the application and sent according to instructions. The SCDDSN Annual Assessment/Support Plan, IFSP, or FSP is not required in these cases.

You must complete and submit the Request for **Community Supports Waiver Slot Allocation (Community Supports Form 30A)** to the Waiver Coordinator at:

Waiver Waiting List Coordinator
DDSN ID/RD Policy Division
3440 Harden St. Ext., Columbia, SC 29203
Email: chay@ddsn.sc.gov
Fax: (803) 898-2242

within three (3) working days of the individual/legal guardian's request for waiver services or of the determination that waiver services are needed. You must also forward the **Community Supports Waiver Information Sheet (Community Supports Info Sheet-1)** to the individual/legal guardian within three (3) working days.

Note: It is not required to submit a Plan or Annual Assessment with the slot request. Such information can be retrieved electronically by DDSN Staff.

If a waiver slot is available and the slot request has been approved, the District Waiver Coordinator will complete the **Notice of Slot Allotment (Community Supports Form 5, Chapter 6)**. This form will be sent to you and the Waiver Enrollment Coordinator. This notice serves as notification that a Community Supports Waiver slot has been awarded to the noted individual. The Waiver Enrollments Coordinator will notify the DHHS Eligibility Worker via the DHHS Form 118A that the individual has been awarded a waiver slot and will proceed with processing the enrollment. It is your responsibility to obtain the Freedom of Choice Form (**Chapter 4**) and prepare and forward the Request for Level of Care (**Chapter 5**) to the Consumer Assessment Team.

If a Community Supports Waiver slot is not available, the individual will be placed on the Community Supports Waiver waiting list on a **first come, first serve basis**, except in situations where an individual meets criteria for

Reserved Capacity (see CSW Policy for Waiver Enrollment and Waiting List Management later in the chapter). District staff will notify the individual/legal guardian, and the Case Management Supervisor in writing of this decision. The appeals/reconsideration process will be included with the written notification to the individual/family member/legal guardian. When a slot becomes available for the individual, you will be notified by receiving the **Notice of Slot Allotment (Community Supports Form 5)**.

Application Withdrawal/Request to be Removed from the Community Supports Waiver Waiting List:

If, during the application process or while the individual is waiting for a slot, the individual/legal guardian decides that they no longer wish to pursue Community Supports Waiver services, they must complete the **Statement of Individual Declining Waiver Services (Community Supports Form 20)**. This form should be signed and dated by you and the individual/legal guardian unless the procedures for a **Non-Signature Declination** are followed. A copy must be forwarded to the District Waiver Coordinator. The District Waiver Coordinator will remove the individual's name from the waiting list. A copy of the form should be provided to the individual and the original placed in the individual's file. If at a later time the individual wishes to reapply for the Community Supports Waiver, a new **Community Supports Waiver Slot Allocation Request (Community Supports Form 30A)** must be submitted according to the procedures outlined in this chapter.

Time limit for Waiver Slot Acceptance:

Individuals offered a waiver slot have thirty (30) calendar days to accept the offer. If a decision to accept or decline the slot is not made within thirty (30) days, you will initiate the **Non-Signature Declination** process. Once the process is completed, the slot will be revoked.

Waiting List and Other Waivers:

An individual can be on the Community Supports Waiver (CSW) waiting list as well as waiting lists for other waivers at the same time. If while enrolled in the Community Supports Waiver a slot becomes available in another waiver, the individual will be given the choice of whether to remain in the CSW or enroll in the new one.

Community Supports Waiver
Policy for Waiver Enrollment and Maintaining Waiting Lists

Waiting List Management

Individuals placed on the Community Supports Waiver Waiting List will be enrolled in the waiver up to the approved yearly limit per the Community Supports Waiver Document on a first come, first served basis. Enrollment will be based on earliest referral date/time.

The following individuals will be given priority and will be enrolled in the Community Supports Waiver without being placed on a waiting list:

- Those individuals currently receiving DDSN-funded Day Services.
- Those individuals who are transferring from the Intellectual Disability/Related Disabilities Waiver.
- **Eligible family members of a member of the armed services who maintains a South Carolina residence**: Regardless of where the service member is stationed, the eligible family member will maintain waiver status. A family member on the waiting list would return to the same place on the processing list when the family returns to South Carolina. An eligible family member previously enrolled in the waiver program would be reinstated into the waiver program once South Carolina Medicaid eligibility is established upon their return to South Carolina. No services will be provided outside the South Carolina Medicaid Service Area.