

Applying for Waiver Services

I want to receive waiver services, how do I get started?

- ✓ Contact your local Bureau of Developmental Disabilities Services (BDDS) office to request an application packet.
- ✓ Complete and return the packet and all documents requested to your local BDDS office.

I have turned in my application, now what happens?

- ✓ An Intake Specialist from your local BDDS office will contact you to complete the assessment for a preliminary Level of Care (LOC), using the information and documents you provide. This part of the process determines Developmental Disability (DD) eligibility and preliminary Level of Care (LOC).

I meet Level of Care requirements, what is next?

- ✓ After the application process is complete and LOC is determined, you will be placed on the waiting list for waiver services.
- ✓ While you are waiting for an open slot, you may:
 - Utilize Medicaid State Plan Services, if eligible
 - Apply for caregiver supports (respite), as they are available
 - Apply for Supplemental Security Insurance (SSI)
 - Use Natural supports for help (e.g., family members, church, neighbors, co-workers and friends)
 - Utilize the other resources, such as the Department of Education (if under age 22), the Indiana Centers for Independent Living Services, and the Aging and Disability Resource Centers
- ✓ Contact your local BDDS office immediately if there are any changes in an address or telephone number and annually to ensure they have the correct and most current contact information.
- ✓ Check BDDS Waiting List on-line. To better serve consumers on the Family Supports Waiver waiting lists, DDRS has developed the BDDS Waitlist Web Portal. The Portal will allow for consumers or their guardians to review and update the contact information and waiver application dates the Bureau of Developmental Disabilities Services has on record: <http://www.in.gov/fssa/ddrs/4328.htm>

When will I begin waiver services?

- ✓ DDERS will mail you a targeting letter when a waiver slot is available.
- ✓ Once you have confirmed that you still want to receive services, an Intake Specialist will contact you and completed a current LOC. If you do not currently meet LOC, you will not be able to utilize the available waiver slot.
- ✓ If Medicaid eligibility was previously denied, you will need to take your targeting letter to your local Division of Family Resources (DRF) to reapply.
 - o <http://www.in.gov/fssa/dfr/Z999.htm>

My child will be graduating from high school. How long is the wait for services?

The State of Indiana has reserved a portion of the waiver slots for **Eligible individuals** age **18-24** with **permanent separation from their educational setting**.

Purpose:

Qualified/eligible individuals age 18 through age 24 who have aged out of, graduated from or have permanently separated from their school setting may be able to enter waiver services upon that separation if funded slots are available.

Priority access by reserve capacity category is made available as long as priority waiver slots in the reserve capacity category remain open. Once the priority waiver slots in the reserve capacity category are filled, individuals meeting the priority access criteria will be placed on the waiting list. They will subsequently be tracked based on their need for a priority waiver slot and offered a waiver slot when:

- A newly available priority waiver slot for which they qualify becomes available; or
- A non-priority waiver slot using the first come, first served criteria for waiver enrollment (date placed on the waiting list) becomes available and the applicant is the first person on the waiting list.

How to Apply:

Contact BODS District Offices: The Bureau of Developmental Disabilities Services (BDDS) is a program of the Division of Disability & Rehabilitative Services, a division of the Indiana Family & Social Services Administration.

See maps for a location near you.

(Information obtained from FSSA website: <http://www.in.gov/fssa/ddrs/2639.htm>)