



Requirements for All Waiver Recipients

Waiver Service Requirements:

As per the PFDS, Community Living, and Consolidated Waiver Agreements, in order for an individual to be determined in need of Waiver services both at the time of initial enrollment into a Waiver and throughout the enrollment period, an individual must require the following:

In order for an individual to be determined to need waiver services, an individual must require:

- a) the provision of at least one waiver service as documented in the service plan, excluding Supports Coordination, and
- b) the provision of waiver services at least two times per year. If the need for the services is less than monthly, the participant requires regular monthly monitoring which must be documented in the service plan.

Monitoring requirements:

For participants in the **P/FDS Waiver** who receive a monthly service, the Supports Coordinator shall conduct monitoring at the following minimum frequency:

- A face-to-face monitoring once in every three (3) calendar months at a minimum.
- At least one of the face-to-face monitoring visits in every (6) six calendar months must take place in the waiver participant's home.
- One (1) visit must take place at the waiver participant's day service, including a nontraditional day program as appropriate; and
- One (1) visit may take place at:
 - o any location where an authorized service is rendered, as applicable in the waiver participant's plan OR any location agreeable to the waiver participant.

For participants in the **Consolidated Waiver** and **Community Living Waiver**, the supports coordinator shall conduct at minimum: a face-to-face monitoring once every two months. During a six (6) calendar month timeframe:

- One (1) of the visits must take place at the waiver participant's residence;
- One (1) visit must take place at the waiver participant's day service, including a nontraditional day program; and
- One (1) visit may take place at:
 - o any location where an authorized service is rendered, OR
 - o any location agreeable to the waiver participant.

Please contact your SC if you have questions regarding any of the above requirements.

INTEGRITY, ACCOUNTABILITY, RESPECT, QUALITY, COMMITMENT.

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