**HCBS I/DD Waiver Funding Request Checklist**

TCM collaborates with MCO on situation prior to seeking a funding request.

BASIS current within 365 days (schedule assessment after submitting request packet).

HCBS I/DD Waiver Funding Request form completed and signed by consumer / guardian.

**Exception Request:**

Person Centered Support Plan – signed by consumer/guardian for all requests.

Supported Employment: VR case closure letter with documented need for on-going support.

Risk of DCF Custody: Documentation from DCF or court.

In DCF Custody: Documentation of non-supervision needs not duplicated by foster parent.

DCF Custody Release: Documentation of planned release from DCF custody.

Military Inclusion: Documentation of KS residency, TriCare Echo, and DD 214 Form.

PRTF Discharge back to HCBS: Documentation of pending discharge / PRTF discharge plan.

WORK/STEPS: Notification of pending transfer comes from KDADS to the CDDO.

**Crisis Request:**

Statement from MCO of exhausted resources / recommendation (contacts below)

Aetna: [AetnaBetterHealthKSHCBS\_LTSS@AETNA.com](mailto:AetnaBetterHealthKSHCBS_LTSS@AETNA.com)

Sunflower: [ltss@sunflowerhealthplan.com](mailto:ltss@sunflowerhealthplan.com) and [KSLifeshare@sunflowerhealthplan.com](mailto:KSLifeshare@sunflowerhealthplan.com)

United Healthcare: [uhcksltss@uhc.com](mailto:uhcksltss@uhc.com)

Documentation that community resources have been exhausted prior to applying for HCBS

Person Centered Support Plan – signed by consumer/guardian

Individualized Education Plan (for school age children)

Behavior Support Plan - signed by consumer/guardian (if the person has a BSP)

Documentation of Law Enforcement involvement (if described in the request)

Documentation of medical treatment (if described in the request)

Documentation of abuse/neglect/exploitation incidents & outcome (if described in the request)

**HCBS I/DD Waiver Funding Request Checklist**

**Examples of Community Resources to Exhaust:**

MCO

Private Pay

School / After School Programs

Early & Periodic Screening, Diagnostic, & Treatment (EPST) – Medicaid recipients 0-21

Parsons / KNI Behavioral Outreach

ABA supports – Medicaid recipients

DCF childcare

Mental Health services, crisis housing

Centers for Independent Living – core services, advocacy, independent living skills training, peer support

Local Charitable Organizations – food banks, rent/utility assistance, financial assistance, transportation

Homeless Shelter

Representative Payee services

Vocational Rehabilitation Services

WORK program