

**WSC ADVISORY #2016-007  
SAN SUBMISSION ONLINE**

**INFORMATIONAL**

**EFFECTIVE DATE: JULY 1, 2016**

Effective July 1, 2016, Waiver Support Coordinators (WSCs) will be able to submit Significant Additional Need (SAN) requests online through the iBudget System. WSCs will have access to training information and materials for this process online, prior to July 1. Training information will include an online demonstration of the SAN submittal process that WSCs can view at their scheduling convenience. Written materials will also be posted. Additional information will be provided by June 24.

Benefits to WSCs include:

- WSCs can check the status of SAN submittals on their caseload at any time in the system;
- Cost Plan Adjustment Worksheet will be automated within the system;
- Demographic data existing in the iBudget system will not have to be re-typed by WSCs on forms; and
- WSCs can attach documents to support the request

The regions will use this same system to approve SAN requests.