



agency for persons with disabilities
State of Florida

DATE: January 30, 2008
TO: Area Administrators
FROM: Denise Arnold
Bureau Chief of Community Development
Subject: Process for submission of Service Request by Waiver Support
Coordinator

Charlie Crist,
Governor

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Jane E. Johnson,
Agency Director

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Please reference the memorandum dated January 8, 2008, from Director Jane Johnson. As a result of the changes made by the legislature during the 2007-2008 special session, effective January 1, 2008, the Waiver Support Coordinator (WSC) is no longer responsible for completing the Agency approved needs assessment, cost plans/cost plan updates, or submitting prior service authorization packets to PSA contractors. The WSC is responsible for explaining the services allowed under the Developmental Disabilities Coverage and Services Limitations Handbook and the Family Supported Living Services Directory. The WSC should advise the individual, family or legal representative when any request for services is not in compliance with these documents. Requests for services that do not comply should not be submitted to the Area Office for review. If they are submitted to the Area Office the Area Office will issue a due process notice to the individual.

If an individual has a change in condition or circumstance that results in a request for a change in services which are allowable service or is within the allowable service limitations under the Developmental Disabilities Coverage and Services Limitations Handbook or the Family Supported Living Services Directory, the WSC will submit an updated support plan with an Amendment Request Form that is attached to this memo. The WSC will also complete the Form 1 (see attached) with all required documents listed on the Form 1 to support the request for services. All timeframes contained in the Developmental Disabilities Waiver Services Medicaid Coverage and Limitations Handbook must be followed.

Upon receipt of the Amendment Request Form and the Form1, the Area Office will process the request directly or will forward the request to the PSA contractors. An operating procedure detailing this process and which requests are processed by the Area Office or the PSA contractor will be sent to you this week. The WSC and the individual will be notified by either the Area Office or the PSA contractor of the decision regarding the service request. Due process notice will be provided if a service request is reduced, denied or terminated.

Effective February 1, 2008 the PSA contractor will be instructed to return any PSA packets that have been submitted by a WSC to the WSC for submission to the Area Office. The PSA contractor will process any service requests that were received by the PSA contractor prior to February 1, 2008.

If you have any further questions please contact Terri McGarrity (850) 414-7452 or Vicki Draughon at (850) 487-4842.