



# How to apply for the Medicaid Waiver Program

## Second of a four-part series on Indiana's Medicaid Waiver Program

### Part 1

by the Department of Stakeholder Relations  
Indiana Professional Management Group (IPMG)

In Indiana, the Medicaid Waiver Program is administered by the Indiana Family and Social Services Administration (FSSA) through the Department of Disability and Rehabilitative Services (DDRS). Local DDRS branches can be found in eight Bureau of Developmental Disability Services (BDDS) offices located throughout the state. To apply for a waiver within the state of Indiana, the first step is one's local BDDS office. Following are instructions to help you through the application process.

### Step 1. Complete the Waiver Application

1. Contact your [local BDDS office](#) to request an application packet.
2. Complete and return the packet and all documents requested to the BDDS office.

### Step 2. The Intake Process

1. Once you have completed and returned the waiver application packet and all requested documents, 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).

### Step 3. Application Process Complete...Now What?

1. After the application process is complete and LOC is determined, you will be placed on the [waiting list](#) for waiver services.
2. While you are waiting for an open slot, you may utilize a variety of [natural and paid supports](#).
3. Contact your [local BDDS office](#) if your address or telephone number changes.
4. Utilize the [BDDS waiting list online](#) to review and make any changes to your contact information.

### Step 4. Beginning Waiver Services

1. DDRS will mail you a targeting letter when a waiver slot is available.
2. Once you have confirmed that you still want to receive services, an Intake Specialist will contact you and complete a current LOC. If you do not currently meet LOC, you will not be able to utilize the available waiver slot.

3. If Medicaid eligibility was previously denied, you will need to take your targeting letter to your local [Division of Family Resources \(DFR\)](#) to reapply.

### **Step 5. Choosing your Case Management Company (CMCO)**

1. When you have been offered and have accepted a waiver slot, your local BDDS will provide you with a “Pick List,” or list of all certified CMCOs that offer services in your county. You may interview any or all companies, and choose the one that you feel will best represent you.
2. To notify your [local BDDS office](#) of your choice, fax your Pick List directly to them.

### **Special Note: High School Graduates**

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. Qualified/eligible individuals ages 18 through 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.

Source: <http://www.in.gov/fssa/>

### **Next: [Medicaid Waiver Case Management Services](#)**

#### **Resources:**

[Indiana Family and Social Services](#)

[DDRS Waiver Manual](#)

[IPMG Handbook for Individuals Served](#)

[IPMG Handbook for Individuals Served \(Spanish\)](#)

[IPMG Medicaid Waiver FAQs](#)