

ALLOCATION TO THE DEVELOPMENTAL DISABILITIES (DD) WAIVER TIP SHEET

What is an “allocation” to the DD Waiver?

When a person registers for the Developmental Disabilities (DD) Waiver, their name is placed on the Central Registry until funding becomes available for services and support. As money becomes available, persons on the Central Registry are offered an opportunity to receive services through the DD Waiver. This chance to receive services is called an “allocation.” The Developmental Disabilities Supports Division (DDSD) makes allocations based upon the person’s registration date.

What is a Pre-Service letter?

Each year DDSD sends out pre-service letters to individuals who are near the top of the Central Registry list to receive services. This letter states that there is a *possibility* funding will be available in the coming year. Receipt of this letter does not mean that a funding slot is available yet however.

Receiving an allocation...

Once funding *is* available, the DDSD Regional Office mails a certified letter packet, called a *Letter of Interest*, to the individual or their representative. **The person must follow the instructions on the letter and return the completed *Primary Freedom of Choice* form before the date specified on the letter to begin the process.** Attachment A, the *Primary Freedom of Choice* form, allows the person to choose between institutional care, DD Waiver or the Mi Via Self-Directed Waiver. The Mi Via Self-Directed Waiver may have more flexible services and supports, call for an information packet.

Attachment B is a *Waiver Refusal Form* which allows the person to refuse DD Waiver services or ask that their allocation be placed on hold. Included in the packet is also a list of Case Management Agencies to choose from, should they select the DD Waiver instead of Mi Via. It is a good idea to contact some of these agencies to ask questions regarding what is important to the family / individual before selecting an agency. If a person chooses Mi Via, there is no need to select a case manager. Complete and return the forms by fax or mail.

An official *Allocation Letter to Offer Services Through the Medicaid DD Waiver* is then sent to the person. This letter states that funding is now available and gives instructions on what has to be done next. Before receiving waiver services, a person must show they meet medical and financial eligibility. This packet includes the *Long Term Care Assessment Abstract* form for medical eligibility, and the *Application/Redetermination of Eligibility for Medicaid Assistance* (blue MAD 381) form for financial eligibility.

Remember:

- It is important to understand that it will take some time after a person receives their allocation letter before DD Waiver services begin. During this time a case manager will do an assessment as part of the medical eligibility. They will also give the individual a *Secondary Freedom of Choice* form. This form allows the person to select their providers and therapists.

For additional disability related information or resources contact:



The Information Center for New Mexicans with Disabilities and BabyNet
1-800-552-8195

<http://cdd.unm.edu/linc/babynet/index.htm>

Services Available:

- Case Management
- Therapies, such as:
Speech/Language
Physical, and
Occupational
- Respite
- Personal Plan
Facilitation
- Private Duty Nursing
- Non-Medical
Transportation
- Nutritional Counseling
- Goods and Services
- Behavioral Support
- Community Inclusion
- Community Living
Supports
- Environmental
Modification
- Supplemental Dental
Care

DDSD Regional Offices:

Albuquerque Metro Office Intake & Eligibility Dept.

1-800-283-5548

NW Gallup Office

1-866-862-0448

NE Taos Office

1-866-315-7123

SW Las Cruces Office

1-866-742-5226

SE Roswell Office

1-866-895-9138

Mi Via Information Packet

Consumer Direct
Personal Care (CDPC)
1-866-786-4999

For more details contact
**Parents Reaching Out
(PRO)** to request *DD*

*Waiver Application and
Allocation* booklets

1-800-524-5176

505-247-0192