

HOW DO I APPLY?

WHERE DO I APPLY FOR THE MR/DD WAIVER PROGRAM (Application Sites)?

Applications (Application Information Packets) are available at the following locations:

- Local Behavioral Health Center
- State MR/DD Waiver Office
- Local Department of Health and Human Resources (DHHR) office

HOW DOES THE APPLICATION PROCESS WORK?

If the anticipated need of service is within 0-90 days:

You may submit your application to one of the three (3) application sites. If the application is submitted to a behavioral health center or a local DHHR office, a copy of the form shall be mailed to the State MR/DD Waiver Office. The date the application was submitted will be indicated on the application form. The applicant will be required to select a Service Coordination agency from the reference guide provided.

The selected behavioral health center will submit a full application/packet to the State MR/DD Waiver office within 45 days of receiving the application.

Within 45 days of receiving a full application packet, a final eligibility decision will be made by the State MR/DD Waiver office.

If a slot is available, and the individual has been determined eligible for an ICF/MR level of care, the individual will be able to access MR/DD Waiver services immediately. If a slot is not available, you will be placed on a Planning Registry to be maintained by the State MR/DD Waiver office. You should not be on the Planning Registry longer than 90 days.

If the anticipated need of service is 91 days or greater:

If the anticipated need for services is within 91 days or greater from the date you contact one of the application sites and complete the Application form you will be placed on a Planning Registry to be maintained by the State MR/DD Waiver office. This is the system designed to inform the State MR/DD Waiver Office of when the selected service coordination agency is required to submit a full application packet to the State MR/DD Waiver office. The Planning Registry is based on the month/year the applicant indicates on the Application when they will require MR/DD Waiver Program services. Decisions regarding medical eligibility shall be made by the Office of Behavioral Health Services and the Bureau for Medical Services, based on the physical, psychological and social evaluations of the applicant.

HOW DO I GET MORE INFORMATION ABOUT THE PROGRAM?

For further information, contact your local behavioral health center or the State MR/DD Waiver Office.

West Virginia MR/DD Waiver Program
Division of Developmental Disabilities
Office of Behavioral Health Services
350 Capitol Street, Room 350
Charleston, WV 25301-3702
Phone: (304) 558-3628 or 558-0627
Fax: (304) 558-0161
Website: www.wvdhhr.org/obhs