

Developmental Disabilities (DD) Waiver – Allocation of Services

New Mexico

What is an allocation to the Developmental Disabilities (DD) Waiver?

- When a person is found eligible for the Developmental Disabilities (DD) Waiver, their name is placed on the waiting list until funding becomes available for services and support.
- As money becomes available, persons on the waiting list are offered an opportunity to receive services through the DD Waiver. This 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, funding permitting, DDSD sends out pre-service letters to individuals who are near the top of the waiting list to receive services. This letter states that there is a possibility funding will be available in the coming year. However, receipt of this letter does not mean that a funding slot is available.

Receiving an allocation

Once funding is available, the DDSD Regional Office mails a packet of information, 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 (PFOC) 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. Visit the Mi Via Self-Directed Waiver website or call for more information.
- 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.
- Also included in the packet is a list of Case Management or Consultant agencies to choose from. It is a good idea to contact some of these agencies to ask questions regarding what is important to the individual and family before selecting an agency.
- Complete and return the forms by fax or mail.

An official *Allocation Letter* is then sent to the person. This letter states that funding is now available and gives instructions on what has to be done next.

- The applicant is the person with the disability, even if it is a child.
- This packet includes the *Long Term Care Assessment Abstract* form for medical eligibility and the *Application of Eligibility for Medicaid Assistance (HSD 100)* form for financial eligibility.
- Before receiving waiver services, a person must show they meet medical and financial eligibility.

Remember:

- It will take some time after a person receives their allocation letter before DD Waiver services begin. During this time, the applicant will be asked for documentation to establish medical and financial eligibility.
- Once someone is receiving services through the DD Waiver or Mi Via, they will receive medical services through New Mexico Medicaid/Centennial Care.



DDSD Regional Offices:

www.actnewmexico.org/contacts.html

Metro Regional Office Intake & Eligibility Bureau

1-800-283-5548
505-841-5552

NW Regional Office

1-866-862-0448

NE Regional Office

1-866-315-7123

SW Regional Office

1-866-742-5226

SE Regional Office

1-866-895-9138

Mi Via Self-Directed Waiver General Info

505-841-5510 or
505-841-5519

archive.mivianm.org/

Questions?

Call the CDD
Information Network

1-800-552-8195

or visit our website at
www.cdd.unm.edu/infonet

Informational Tip
Sheets:

www.cdd.unm.edu/infonet/tip-sheets.html