TO: Local District Commissioners, Medicaid Directors
FROM: Judith Arnold, Director
Division of Eligibility and Marketplace Integration
SUBJECT: Medicaid Applications for Individuals Seeking HCBS Waiver Services
EFFECTIVE DATE: Immediately
CONTACT PERSON: Local District Support Unit
Upstate (518) 474-8887       NYC (212) 417-4500

The purpose of this General Information System (GIS) message is to advise local departments of social services of a change to the application processing procedures for individuals in need of waiver services.

To simplify the screening procedures used to determine whether an individual’s application is to be processed at the district or New York State of Health (NYSoH), effective immediately, all Medicaid applications for individuals in need of waiver services are to be processed by the local district. This change should have minimal impact on local districts as the number of individuals seeking waiver services through NYSoH has been very low.

Individuals who are active on NYSoH who become in need of waiver services, will be referred to the appropriate district manually by the State Department of Health (SDOH). If a district is contacted regarding the need for waiver services for a recipient who has coverage through NYSoH, the district should inform DOH through the hxfacility@health.state.ny.us mailbox.

Any questions regarding this GIS message should be directed to your local district liaison.