

## Steps to Apply for Waiver Services

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### STEP 1 Contact the PA Independent Enrollment Broker (PA IEB)

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- Find out more about Home and Community Based Waiver Services.
- Tell PA IEB you want to apply for waiver services.

➔ If you **have** Medical Assistance, PA IEB starts your waiver application when you contact them.

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### STEP 2 Fill out Medical Assistance forms if you do not have Medical Assistance

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- Go to [www.compass.state.pa.us](http://www.compass.state.pa.us) and fill out the forms online, **or**
- Ask PA IEB to mail you the forms. Fill out the forms and mail them back to PA IEB.

➔ If you **do not have** Medical Assistance, PA IEB starts your waiver application when they receive your forms.

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### STEP 3 Make sure your doctor fills out the Physician's Certification Form

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- Once PA IEB starts your waiver application, they send a Physician's Certification Form to your doctor.
- Your doctor fills out the form and returns it to PA IEB.
- If PA IEB does not get the form back, they ask you to remind your doctor.

**AND**

#### Have your first in-home visit

- Once PA IEB starts your waiver application, they send a request to the Area Agency on Aging (AAA).
- AAA contacts you to schedule your first in-home visit.
- At your in-home visit, a person from AAA assesses your "clinical eligibility"—whether you qualify for waiver services based on the care you need. This is called a "Clinical Eligibility Determination."
- After your in-home visit, AAA sends your Clinical Eligibility Determination to PA IEB.

➔ PA IEB must receive both documents within **30 days** after they start your waiver application.

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### STEP 4 Have your second in-home visit

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- Once PA IEB has your Clinical Eligibility Determination and Physician's Certification Form, they contact you. They schedule your second in-home visit.
  - At your in-home visit, a person from PA IEB asks about your needs and abilities to see if waiver services or other programs will meet your needs.
  - After your in-home visit, PA IEB sends your application to the County Assistance Office.
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### STEP 5 Send missing information to the County Assistance Office

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- The County Assistance Office (CAO) reviews your waiver application to see if you qualify financially.
- If any information is missing, CAO contacts you. They tell you how to send information to them.
- Once your application is complete, CAO approves or denies your application. They send a notice to you, PA IEB and your chosen Service Coordination Agency.

➔ A decision about whether you qualify will be sent to you within **60 days** after PA IEB starts your waiver application. If you do not get a decision within **90 days**, you can ask for a fair hearing.

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**If your waiver application is approved,** you are enrolled in Home and Community Based Waiver Services.

**OR**

**If your waiver application is denied** and you disagree with that decision, you can ask for a fair hearing.