

Date: July 1,2021

DDSD-SW Numbered Memo 2021-02

To: Supports Waiver – Community Supports Coordinators, Employers of Record and Participants

From: Jason Cornwell, Director DDSD



CC: Scott Doan Deputy Director, Christina Hill Deputy Bureau Chief, Jennifer Roth, Supports Waiver Program Manager

Subject: Preservice Responsibilities, Exceptions and Billing

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This memo is to clarify the requirement to continue monthly preservice work with participants until the Category of Eligibility (COE) and budget is established.

Initial Waiver Eligibility and Waiver Enrollment Activities are detailed in the Supports Waiver Standards Chapter 16. 2. Within the first 90 days, the Category of Eligibility should be established. Within the second 90 days, a person should have an approved budget.

CSCs may face challenges outside of their control that affect timely progression during initial waiver eligibility and enrollment. However, if the 90- day deadlines are not being met, an exception request must be submitted to Supports Waiver Manager Jennifer Roth [Jennifer.Roth@state.nm.us](mailto:Jennifer.Roth@state.nm.us) each month that surpasses the 90-day marks. Exceptions must be submitted for approval prior to the month being requested.

The exception requests not only support an agency's allowance to bill past 90 days, but also allow DDSD to provide targeted technical assistance and elevate eligibility concerns and budget approval concerns when appropriate.

An agency may not circumvent the exception process by not billing. The intent of the standards is to continue CSC activities with the participant during this time even if the 90-day deadlines have not been able to be met.

Exception Request forms can be found in the CSC Toolkit  
<https://www.nmhealth.org/publication/view/form/6650/>

Contact Jennifer Roth, Supports Waiver Program Manager at [Jennifer.Roth@state.nm.us](mailto:Jennifer.Roth@state.nm.us) with any questions.