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Date: August 14, 2026 DDSD-DDW Memo 2026-14

To: Developmental Disabilities Waiver Case Management and Therapy Provider Agencies

From: Moses Martinez, Therapy Coordinator-Supervisor, Developmental Disabilities Supports
Division, Clinical Services Bureau Moses Martinez
Digitally signed by
Moses Martinez
Date: 2026.08.14
10:03:55 -0600

Subject: Developmental Disabilities Waiver Assistive Technology Fund Application Form

The Developmental Disabilities Waiver (DDW) Assistive Technology Fund (ATF) Application Form has been revised. The DDW Assistive Technology Fund Application, version 2026-08-01, should be used for all request submissions beginning September 1, 2026.

- The revised form addresses the New Mexico Administrative Code (NMAC) 8.314.5.15 section (14): Assistive Technology, used by the Third-Party Assessors.
- Checkboxes related to previous *Clinical Criteria* were replaced with fields that align with NMAC requirements for use of AT Funds.
- The form instructions were updated to include examples of justification statements that provide information needed for review and approval of the fund request.

Item 1	Revised to clarify Shipping Address and Phone Contact for delivery questions is needed.
Item 5	Clarification added to ONLY complete this part if the named Contact Person will purchase and deliver AT items requested rather than the Purchasing Agent.
Item 6	Added field for Date of IDT Discussion and reminder to document IDT discussion of ATF in ISP.
Items 7-10	Fields added to capture how the AT items requested align with NMAC Criteria for use of AT Funds.
Items 11-12	Revised to align statement of justification for AT items requested with NMAC Criteria.
Item 15	Updated to auto calculate Purchasing Agent Fee as applicable.
Instructions p. 3-4	Revised based on changes made to the ATF Application form. Examples were added showing the type of information expected for Items 11 and 12.

Assistive Technology Funds support access to items that assist the person in meeting outcomes outlined in their Individual Service Plan (ISP), increase functional participation in employment, community activities, activities of daily living, personal interactions, or leisure activities, or increase the eligible recipient's safety during participation of the functional or leisure activity. Funds may also be utilized to purchase or obtain needed items to develop low-tech augmentative communication, environmental access, mobility systems, and other functional assistive technology not covered through the eligible recipient's Medicaid State Plan benefits.

- The revised DDW Assistive Technology Fund Application form, version 2026-08-01, will be posted on the DDSD Therapy Services webpage found here: <https://www.hca.nm.gov/therapy-services/>.

- Beginning October 15, 2026, the TPA will only accept DDW Assistive Technology Fund Applications submitted on the revised form dated 2026-08-01.

Two webinars will be held to review the revised form and instructions, as well as answer attendee questions. All providers are welcome to attend.

(1) Wednesday, August 26, 2026, 4:00-5:00p

(2) Thursday, September 3, 2026, 8:30-9:30a

Webinar link: <https://us06web.zoom.us/j/88203774351?pwd=sUqMHMa6t8GCQOsg6VgCgUi3bzS6Zm.1>

Meeting ID: 882 0377 4351 Passcode: 898005

For any questions or assistance, please contact Clinical Services:

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