

# CES Waiver Request Checklist

Units Requested (15-minute units):

- \_\_\_\_\_ H2016 UF 1:1 Staffing
- \_\_\_\_\_ H2016 U5 (Custom Rate Request)
- \_\_\_\_\_ H2016 U1 UQ – SS 2-4 Members
- \_\_\_\_\_ H2016 U5 US – SS 5-9 Members
- \_\_\_\_\_ H2023 – Supported Employment
- \_\_\_\_\_ S5151 – Respite Services

Proposed Schedule with Staff's Hours Listed and other services received (i.e. ABA, ADDT, Personal Care Services, etc.)

Breakdown of units or unit calculation sheet

Areas of Need or Justification Narrative for Services Requested (including current living situation, natural supports, and co-morbid conditions)

Supportive Living Goals, Outcomes, and Updates

Recent Case Notes or Incident Reports

Overnight Notes, if requested (does not apply to group home setting)

Respite Services, is DSP related to the member

Consultation:

- \_\_\_\_\_ T2025 UK – Treatment Planning and PCSP Participation
- \_\_\_\_\_ T2025 U1 – Behavior Support Plans and Training
- \_\_\_\_\_ T2025 U4 – Training of Direct Service Providers
- \_\_\_\_\_ T2025 U3 – Psychological and/or Adaptive Testing

Budget Sheet or Invoice by Unit (1 unit is \$136.40 max)

Justification Narrative for Services Requested



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## Other Services:

\_\_\_\_\_ H2016 UK – Community Services (i.e. Camps, Gym Membership)

\_\_\_\_\_ H2016 UC – Companion and Activity Therapy (i.e. Hippotherapy)

\_\_\_\_\_ S5160, S5161, S5162 (Circle) – Adaptive Equipment PERS

\_\_\_\_\_ S5165 U1 – Adaptive Equipment

\_\_\_\_\_ T2020 UA – Supplemental Support Services

\_\_\_\_\_ T2020 UA U1 – Community Transition Services

\_\_\_\_\_ T2028 Specialized Medical Supplies

Letter of Medical Necessity or Justification Letter

Budget Sheet or Cost of Service Breakdown

Incorporated into Member's Goals

\_\_\_\_\_ K0108 UB Environmental Modifications

Homeowner Empower Liability Release form (website)

If renting, then proof of ownership from homeowner

Physician Prescription or Letter of Medical Necessity

If over \$3,000, then 3 bids are required

Contractor's license and surety bond

Photos of site or to-scale plans

Labor and materials break down

Warranty Information

Estimated time for project completion

Budget Sheet or Cost of Service Breakdown



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