



Illinois Parents of Adults with Developmental Disabilities  
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**IPADD Summary for Families:  
CMS Guidance Regarding Access to Services Within a HCBS Waiver  
As of January 22, 2019**

**Summary:**

Adult DDD Home and Community Based Support (HCBS) waiver participants, currently using Home-Based support services, are not required to wait for an additional selection from the PUNS list or be in Crisis (abuse, neglect, homeless) in order to apply for a change in their level of services and supports within the Adult HCBS waiver.

This information has recently been shared with Adult Home-Based families via DDD responses to queries about planning estimates for PUNS waiting list selections. IPADD created this Summary in response to multiple questions from members about what this means to all families.

**Background:**

The Centers for Medicaid & Medicare Services (CMS) publish technical guidance to states that apply to new or renewing 1915(c) Home and Community Based Waivers. There is a section called Access to Services, which reads in part: "...a state may not limit a group of waiver participants to receiving a pre-defined package of waiver benefits by preventing members of the group from accessing other services offered under the waiver. This means that a state may not operate what amounts to a "waiver within a waiver." In short, waiver services must be available on a comparable basis to all waiver participants who have been assessed as needing the services. When a state wishes to offer different benefits to specific groups of individuals, it should apply to operate distinct waivers for each group."

**How Might This Apply to Me?**

**1. If you're an adult with an I/DD or family member, currently have funding for Home-Based services under the Adult DDD HCBS Waiver, and if you or your family's needs change...you do not need to wait for another PUNS selection or Crisis (abuse, neglect, homeless) situation before applying to access CILA services.** The Division has notified ISCs to begin sharing this information with Home-Based families during Annual Meetings. If your situation warrants applying for increased or different services or supports offered within the Waiver, they will work with you to find a provider and develop a packet for submission to Springfield. DDD plans to evaluate packets on a monthly basis, allocate resources where documentation supports a change and where the budget allows. Not everyone who makes a request will have a packet developed or be granted funding. Each situation is different and will need to be addressed individually by your ISC representative.

**2. If you're an adult with an I/DD or family member and currently have NO funding through the Adult DDD HCBS Waiver OR you currently get funding through the DRS Home Services program but are also on the PUNS list awaiting CILA selection, your name remains on the PUNS list just as it is today.** Every six months, you may email [DHS.DDD.PUNS@illinois.gov](mailto:DHS.DDD.PUNS@illinois.gov) requesting where your name currently falls on the PUNS list and an estimate of when you may receive a selection letter. Include in the email your adult child's full name and date of birth. Please

keep in mind that many factors influence the PUNS list and it changes frequently. There is a possibility that your selection may occur slightly earlier or be delayed. All estimates of PUNS selection and funding availability are subject to appropriation by the Illinois legislature.

**3. If you're an adult with an I/DD or family member and you find yourself in Crisis (abuse, neglect, homeless) contact your ISC immediately.** This is a different process and funding pool from #1 above. The state reviews Crisis applications using a different set of criteria and a different funding stream from regular PUNS selections or changing needs within the Adult DDD HCBS Waiver.

### **What If My Son or Daughter Is Under 18?**

If your child under 18 currently has Home-Based funding through the Children's HCBS Waiver, a change in need (unless Crisis-abuse, neglect, homeless) does not permit you to apply for CILA funding in the same manner as individuals in the Adult HCBS waiver. Why? Because Illinois' DDD HCBS waivers for children are two distinct Medicaid waivers, one for Home-Based Services and the other for Children's Residential. Because they are separate and distinct, the federal guidance cited above does not apply. However, if a child enrolled in the Children's Home-Based program transfers to the Adult HCBS program at age 18, at that point, everything in #1 above applies as regards to moving up into CILA and no longer needing to be on the PUNS waiting list.

### **How Can I Learn More?**

If you need assistance locating your ISC, please refer to the OFFICE LOCATOR found on the DHS website at [www.dhs.state.il.us](http://www.dhs.state.il.us).

To inquire about where (or if) your name currently falls on the PUNS list and receive an estimate from DDD of when you may receive a selection letter, email [DHS.DDD.PUNS@illinois.gov](mailto:DHS.DDD.PUNS@illinois.gov). Include in the email your adult child's full name and date of birth. You will receive a response from the Division via email.

For further reading on the federal guidance cited above, see Application for a 1915(c) Home and Community Based Waiver: Instructions, Technical Guide & Review Criteria from CMS at <https://www.medicaid.gov/medicaid-chip-program-information/by-topics/waivers/downloads/technical-guidance.pdf>.

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