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FSSA updates its invitation process for individuals on waiting list for home and community-based services waiver

The Family and Social Services Administration is updating its waiver invitation process to improve access to and utilization of services by implementing a deadline for individuals to complete steps to access the waiver.

Effective immediately, individuals invited off the waiting list for the PathWays HCBS Waiver and Health and Wellness Waiver have 180 days to complete all required steps to begin receiving home and community-based waiver services. Previously, no timeline was enforced for individuals to complete all eligibility and service plan development steps.

After receiving an invitation letter, invitees have 30 days from the date on the letter to notify their local Area Agency on Aging of their decision to accept a waiver slot. After acceptance, invitees must complete the additional steps below within 180 days from the date of invitation:

- Complete Medicaid financial eligibility
- Schedule and complete a functional eligibility assessment
- Work with their assigned Case Manager or Service Coordinator to complete the service plan.

Prior to the implementation of the 180-day timeline, slots were held open and unused indefinitely when an individual did not complete the required steps. These slots were then unavailable to other individuals on the waiting list. If the process has not been completed within 180 days, the invitation will be rescinded, and the individual will not be placed back on the waiting list. They may reapply for waiver services at any time.



Since the implementation of the waiting list, FSSA has continuously monitored its systems and processes to improve efficiency and the utilization of waiver services. This updated process seeks to streamline the invitation process to reduce delays in receiving services.

Individuals seeking to join the PathWays HCBS Waiver and Health and Wellness Waiver waiting lists should continue to contact their local Area Agency on Aging to start the process. Individuals wishing to access the Family Supports Waiver should contact their local Bureau of Disabilities Services office.

Resources including invitation sample letters and FAQs can be found on the [HCBS waiting list dashboard](#).