

The below items are needed by your Service Coordination agency to assist with the develop of your Initial Service Plan (ISP) for Waiver Enrollment:

- List of current medications
 - Name of medication/reason for taking/dosage/frequency
 - Include all medications, including topical medications, eye drops, inhalers, etc.
- Name of all doctors/specialists/providers providing care and their phone numbers
 - This is required so we can request medical records and input the information onto the Initial Service Plan
- Medical records that show proof of current disabilities
 - Medical records will be requested once we have medical provider contact information and the signed Consent to Release from you (which is included in the Welcome Packet)
- Copy of Medicaid Card
- Copy of Medicare Card (if applicable)
- Power of Attorney (if applicable)
- Health Care Proxy (if applicable)
- Legal Guardianship (if applicable)
- Copy of Trust binder/documents (proof of trust), if applicable
 - This is if there is a Medicaid Spenddown/Surplus
 - The amount of the monthly Spenddown/Surplus is needed, as well.
- Copy of Social Security Card
- Copy of Driver's License or Picture ID (Passport, Non-Driver ID, etc.)
- Copy of Birth Certificate
- Copy of Social Security Award Letter(s)
- Copies of all sources of income (amount/type):
 - Social Security (Award Letter)
 - Supplemental Security Income
 - Other, such as Pension, IRA, etc.
- MLTC denial letter stating that the MLTC will not increase/change approved hours (if applicable). **Please note that we cannot submit the ISP without the most recent denial for an increase in home care hours from the MLTC. If you do not have one, please reach out to your MLTC caseworker to request.**