



## **Welcome! We are so happy you're here!**

Thank you for showing interest in A1 Service Coordination (A1SC) as your new Service Coordination (SC) agency. We are excited to help you through the transition process from your current SC agency to A1SC. To officially choose A1SC as your Service Coordination Agency, you must sign the enclosed Change of Service Coordination (COSC) form and return it to your current Service Coordination (SC) Agency. During this time, A1SC will gather the required Waiver Program documents and secure all supplemental documentation. In addition, A1SC will verify that you have an unexpired UAS-NY assessment and NHTD/TBI Service Plan. Doing so, confirms that you are eligible to transition Service Coordination Services from your current SC agency to A1 Service Coordination.

Once we have confirmed that you are able to transition Service Coordination Services to A1SC, a meeting will occur with you, your assigned Service Coordinator, and Service Coordination Supervisor. This meeting will allow us to get to know you and/or your loved one a bit better. Finally, a transition meeting will occur between A1SC and your current Service Coordination agency prior to submission of the COSC form to the Regional Resource Development Center (RRDC). Once the RRDC receives the signed Change of Service Coordination (COSC) form from your current Service Coordination agency, the RRDC will approve for Change of Service Coordination effective the 1<sup>st</sup> of the month. Once we receive that permission, our Service Coordination Team will actively begin providing you with Service Coordination.

### **A1 Service Coordination will need the below documents:**

- 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.



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**Methods to return the forms (originals not required):**

**Email:** [amanda@a1servicecoordination.com](mailto:amanda@a1servicecoordination.com)

**Fax:** 914-690-8172

**Mail:** A1 Service Coordination

7 Skyline Drive, Suite 350, Hawthorne, NY 10532

If you have any questions about the Change of Service Coordination Plan process, please feel free to reach out to any member of the Enrollment Team.

**Our Enrollment Team's contact information is listed below:**

**Amanda Truffi-Nash,**

**Director of Enrollment**

Office: (914) 429-4574 Ext 1001

Cell: (914) 429-4611

Email: [amanda@a1servicecoordination.com](mailto:amanda@a1servicecoordination.com)

**Jennifer DiBenedetto,**

**Executive Director**

Office: (914) 429-4574 Ext 1000

Cell: (914) 429-4678

Email: [jenn@a1servicecoordination.com](mailto:jenn@a1servicecoordination.com)

We thank you for your understanding and patience during the Change of Service Coordination process and we are here to answer questions and resolve concerns as best we can. We are happy to help you.

Warmly,

A handwritten signature in black ink, appearing to read 'Amanda Truffi-Nash', is written over a horizontal line.

Amanda Truffi-Nash

Director of Enrollment

A1 Service Coordination, LLC

7 Skyline Drive, Suite 350

Hawthorne, NY 10532

Office: (914) 429-4574 Ext 1001

Cell: (914) 429-4611

Email: [amanda@a1servicecoordination.com](mailto:amanda@a1servicecoordination.com)

Website: [www.A1ServiceCoordination.com](http://www.A1ServiceCoordination.com)