

**Re-Determination of Eligibility Process for Children  
Waiting for Intensive Services Through the CLTS Waivers**

- 1.) DHFS will notify the County Waiver Agency primary contact person that a slot will be available within the coming month for a child.
- 2.) The County Waiver Agency is required to complete the re-determination process:
  - Complete a new functional screen
  - Complete the financial eligibility requirements
- 3.) The County Waiver Agency will notify their CSS of the results.
  - If the child remains eligible, DHFS will release the slot.
  - If the child is no longer eligible, the county will notify the CSS of the results and send the family a denial of eligibility letter including their right to an appeal.
  - The child's name will be removed from the wait list and changed to a "pending" status awaiting any appeal action.
- 4.) If the family appeals the decision and the decision is upheld at hearing, then the child's record is closed and DHFS will change his/her status to "closed."
- 5.) If the family appeals the decision and the decision is overturned at hearing (that is, DHA finds that the child continues to be eligible for waiver services):
  - The County Waiver Agency will take any actions as directed by the Division of Hearings and Appeals (DHA).
  - The issue that was appealed is considered resolved by DHA. If there are any other eligibility issues still not resolved, the County Waiver Agency will complete the eligibility review at this time.
  - Return to Step 3.) above.