

## INSTRUCTIONS FOR COMPLETING THE THRESHOLD CONSOLIDATED ELIGIBILITY APPLICATION FOR WISCONSIN'S CHILDREN'S LONG-TERM SUPPORT (CLTS) PROGRAMS

Children's Community Options Program, Katie Beckett Program and/or Children's Long-Term Support Waiver

Enclosed are the forms you need to complete for your child's application for the Children's Long-Term Support (CLTS) programs listed above. These completed forms, along with other supporting records, will be used to assess your child's disability and/or level of care eligibility. Comprehensive and accurate information is important because this review will determine whether or not your child meets all the eligibility criteria for each program for which you are applying. Please refer to the enclosed fact sheet for each program where the specific eligibility criteria for that CLTS program are listed.

We value your expertise about your child and hope these forms help you to share your knowledge. Because these forms were developed for children with many types of disabilities and needs, some of the questions might not be relevant for your child. If that is the case, please write "not applicable" or NA after that question.

**A HOME VISIT IS REQUIRED** - At the visit, the Threshold consultant will need to meet with you and your child, review your completed application forms and visually verify certain information and documentation. All of the forms should be completed **before** the consultant comes to your home for the visit. To schedule an appointment for the home visit, call the **Threshold consultant that serves your county**.

Please be sure to sign and date all forms. Remember forms that require parental signature must be **signed** by the parent with **legal authority** over the child. This is true even if a stepparent is the person most familiar with the child's needs and problems. Children ages 14 and older must also sign all forms. If your child is unable to sign, please indicate this on the form.

### I. APPLICATION (nine pages)

- Follow the instructions for each question. Please answer all "Yes" and "No" questions. Also please try and provide as detailed a description as you can wherever applicable. Feel free to add sheets of paper to provide additional or expanded information.
- Unless otherwise requested, please provide **only current** (within the past year) information that is pertinent to your child's condition.
- If your child is determined eligible **and** you begin to receive benefits from any one of the programs, you will be required to submit updated information each year to determine if your child remains eligible. This is called the annual recertification process. We suggest you **make a copy** of this application to help you complete any annual recertification forms.

### II. MEDICAID HEALTH INSURANCE INFORMATION FORM

*Required only if applying for the Katie Beckett Program - Wisconsin Medicaid*

You are required to complete one of these forms for **each** private health insurance policy **that covers your child**. **As required by law, Wisconsin Medicaid acts as a secondary payer to private health insurance.** If your child is covered by more than one policy, please ask the Threshold consultant for another health insurance form at the time of your home visit.

### III. RELEASE OF INFORMATION FORMS - TWO DIFFERENT SETS

**Current** documentation of your child's condition must be obtained and kept on file in order to determine eligibility. These Release of Information forms are used to obtain information about your child from hospitals, clinics, schools, or any other source that can provide relevant information.

There are **two different sets** of Release of Information forms in the application packet.

1. Four WHITE forms = required and enclosed only if applying for Katie Beckett Program-WI Medicaid. These releases of information are used by the Disability Determination Bureau to determine your child's disability. This is the first step in the eligibility process for the two listed CLTS programs.
2. Three YELLOW forms = required for all CLTS Program applications. These releases of information are used by the BLTS nurse to assess your child's level of care and obtain specific information related to all of the other eligibility criteria for each program for which you are applying.

Please complete your child's identification information in the upper right hand corner on **each form**.

It is best if you only fill in the child's identification information and then sign and date each release form. However, if you want to fill in the agency authorized to release the information, you can do so but **ONLY** on the yellow Release of Information forms. If your child is seen in a larger hospital, medical center, or clinic by various specialists, the form should be addressed to the Medical Records Department, not the individual physician or therapist. You may have to call the facility to find out how the form should be addressed.

**Sign and date all** of the forms at the bottom as the person authorized to release information. **Children 14 years or older must sign**, as the individual authorizing disclosure. If your child is unable to sign, then the parent must indicate this on the form. The parent or guardian then signs in the secondary signature box. The adult signing must have legal authority to release the child's records. For example, a stepparent who has not legally adopted the child may not sign these forms.

Gathering the necessary information to determine eligibility takes time. Any current medical, therapy, and/or educational records that you can obtain and give to the consultant with the completed application will be appreciated. However, please *only provide copies* you don't need returned. The consultant can help you decide which records support the documentation of your child's condition.

#### **IV. CHILD'S CITIZENSHIP STATUS** (First and Last Page of Application)

*Not required for application to Children's Community Options Program*

Your child is a U.S. citizen: Federal law requires you to show proof of your child's citizenship and identity. This can be accomplished in a variety of ways. Please discuss with the consultant what acceptable proof is so that you have the **original** required records ready at the home visit for the consultant to see. The most common proof of U.S. citizenship is your child's original birth certificate or current passport.

Your child is not a U.S. citizen: Federal law requires you to show proof of your child's legal resident alien status. The consultant **must view** your child's Permanent Resident Card at the home visit. **A copy of both sides of the card must also be mailed in with your application materials.**

The Threshold consultant **takes all the application materials with him or her** after the home visit. Therefore, if you want a copy of the application for your records, you need to make the copy prior to the home visit.

A letter notifying you of the outcome, approval or denial, of your child's eligibility review for each program you are applying for will be sent to you. If a program requires a disability determination through the Bureau of Disability Determination, (**DDB**), it will likely take **at least four months** processing time to gather records and complete that first step review plus the second eligibility criteria review through the Department of Health Services, Bureau of Children's Services.

**One last note:** You are required to notify the Threshold consultant of any significant change in information that you provided on any of the enclosed forms. Notification of such changes is required both during the application review process and once eligibility has been established. Examples of significant changes include a change in your child's condition, your child moving out of your home, a change in your address, a change in your private health insurance, or a change in your child's income.

Finally, we've included a checklist below to help you keep track of documents and information you will need to gather in preparation for the home visit.

#### **Document Checklist Reminder for Parents**

To ensure that your application is processed in a timely way, please make sure you have the following documents and information available in preparation for the home visit with the Threshold consultant:

- ✓ Your child's birth certificate or passport

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- ✓ If your child is not a U.S. citizen, proof of his or her legal resident alien status
- ✓ Copies of any documents you have of assessments, treatment plans, testing results or evaluations for your child  
(these may include an Individual Education Evaluation and Plan – IEP, Individualized Family Support Plan - IFSP  
or results of any cognitive testing)
- ✓ Contact information for medical and educational professionals involved with your child
- ✓ Private health insurance policy information
- ✓ Child's social security card

Thank You