

Age and High School Diploma Variances updated 8/27/2024

For a Variance related to a contracted employee not meeting the minimum age and educational requirements outline in the *Medicaid Manual for Developmental Disabilities Services Division*, DDSD needs the below to be submitted for review.

- A letter* from the Employer of Record explaining why the potential employee's age or lack of high school diploma should not be a barrier to them supporting the person receiving DDSD services.
- A letter* from the potential employee explaining why their age or lack of high school diploma should not be a barrier to them supporting the person receiving DDSD services. The letter should include the skills the potential employee has or other reasons they should be approved to support the person in services.
- A letter of reference from someone who is not a member of the potential employee's family.

Make note of information including employer name and contact info, employee name and contact info (and DOB if under 18), client/consumer name and DOB, agency, guardian

Once a Variance request is received, DDSD completes the below process in order to make a decision to approve or deny each request.

1. DDSD staff confirms the person being supported is receiving DDSD funded supports.
2. DDSD staff will contact the Employer of Record if additional information is needed.
3. DDSD staff will contact the potential employee if more information is needed.
4. DDSD staff will grant or deny the request based on the circumstances of each request. This may include the potential employee's connection or relationship with the person in services, the circumstances of each request and any other information provided in the request.
5. Once a decision is made, a Decision Notice will be sent to the Employer of Record. If the request is denied, appeal rights will be included with the decision.
6. A copy of the decision letter is sent to Aris Solutions.
7. DDSD staff saves all documentation related to request.