

DEVELOPMENTAL DISABILITIES SERVICES
WAITING LIST GUIDANCE – FY 2024
EFFECTIVE: JULY 1, 2023

Definition

Each Designated Agency maintains a waiting list that includes:

1. Individuals eligible for Home and Community Based Services based on their developmental disability, including those already receiving services, but whose request for services is denied because the individual's needs do not meet a funding priority.
2. Individuals eligible for Family Managed Respite but for whom there are insufficient funds.
[FMR providers only]
3. Individuals eligible for Flexible Family Funding but for whom there are insufficient funds (including people who receive partial funding and/or one-time funding).

Process**Setting up and Maintaining the Spreadsheet**

When DAs receive their new beginning fiscal year waiting list from DAIL, it will be updated to include only people who had been waiting for services as of June 30th. Anyone who had been waiting for Flexible Family Funding who receives funding at the beginning of the new fiscal year (e.g., new FFF allocation, reallocated FFF funding) the spreadsheet should be marked to show the person going off the waiting list as of 7/1.

The DA will review and track requests for developmental disabilities Home and Community Based Services funding for new applicants.

Submitting the spreadsheet

The DA will submit an updated spreadsheet to DDSD on the last day of October, January, April, and July. The spreadsheet is accumulative over the course of the year and needs to be submitted even if there are no changes from the previous quarter.

Reports should be downloaded to the “*FamilySvs_WaitList*” folder in the GlobalSCAPE secure FTP site.

Please notify June Bascom when a report has been downloaded (june.bascom@vermont.gov).

Notification and Review of Individuals Waiting

The DA will notify individuals when they have been placed on a waiting list. As per the State System of Care Plan, the agency will review needs of all people on the waiting list:

1. When there are changes in the funding priorities or funds available, or
2. When notified of significant changes in the individual's life situation.

Data

Demographics (yellow highlight)

- Name of DA
- Submission quarter (1st, 2nd, 3rd, 4th)
- Last name of individual
- First name of individual
- Date of birth
- Waiting List Status
 - Date individual went on list
 - Date individual went off list
- Individual lives with family (mark "Yes" or "No" column with a "1")

Service Area Requested (blue highlight)

Indicate with estimated dollar amount needed if individual is eligible for funding but there are insufficient funds:

- Family Managed Respite
- Flexible Family Funding

Service Area Requested (green highlight)

Mark column with a "1" if individual is eligible for developmental disabilities services, but individual does not meet a funding priority:

- Service Coordination
- Employment Supports
- Community Supports
- Clinical Services
- Crisis Services
- Respite – Family
- Respite – Shared Living
- Supportive Services
- Home Supports – In-Home Family Supports
- Home Supports – Supervised Living
- Home Supports – Staffed Living
- Home Supports – Group Living
- Home Supports – Shared Living
- Home Modifications / Remote Supports
- Transportation – Vehicle Modification or ARIS Mileage

Comments (purple highlight)

Use, if needed, for clarification.

Questions about the Waiting List?

Please contact:

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