

# SACHEM CENTRAL SCHOOL DISTRICT

## OPWDD/SSI/Medicaid Checklist

If your child is UNDER the age of 18:

### STEP 1:

☐ Apply for OPWDD Eligibility o Psychological with adaptive testing and full-scale IQ (within the last three years) o Psychosocial (within the year and must contain developmental milestone history) o Annual physical (within the last year) o Transmittal form (found on OPWDD Website) o ADOS/ADI-R (If the primary diagnosis is ASD, must also submit an Autism Specialty Report) o Last or Current IEP

\*\* Please note, if this is completed prior to the age of 8, it will only be considered “provisional.” After the age of 8, permanent and does not have to be done again \*\*

STEP 2: ☐ Attend a Front Door Information Session (this can happen before your application!) Call 631-434-6000

If you are pursuing self-direction, there is a special Front Door Session just for you!

### STEP 3:

Once you have OPWDD Eligibility, you need to complete a

☐ Front Door Evaluation to seek approval for Non-Medicaid Case Management and the other services you are requesting from OPWDD.

STEP 4: ☐ Secure Non-Medicaid Case Management

They will help you to enroll with the HCBS Waiver (HCBS Waiver is what pays for the services that OPWDD approves you for)

Once the Waiver packet is approved, the Waiver Unit at OPWDD will generate a Parental Deeming Letter. The Parental Deeming Letter goes in with the

☐ Medicaid application so that the parental income is waived, thereby making the child eligible if they continue to utilize their approved Waiver Services.

### STEP 5:

Upon receiving approval for Medicaid, Waiver office will finalize the Waiver Approval, and you can

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☑ Enroll with a Care Manager at once of the Care Coordination Organizations (Medicaid Funded). The Care Manager will work with your child to help them secure all their approved OPWDD services.

## OPWDD/SSI/Medicaid Checklist

If your child is over the age of 18:

### STEP 1:

☑ Apply for OPWDD Eligibility o Psychological with adaptive testing and full-scale IQ (within the last three years) o Psychosocial (within the last year with developmental milestone history) o Annual physical (within the last year) o Transmittal form (found on OPWDD Website) o ADOS/ADI-R (if ASD is primary diagnosis and Autism Specialty Report is necessary) o Last or Current IEP

### STEP 2: ☑ Apply for SSI (Supplemental Security Income)

Upon the child's 18 birthday, they will be eligible to apply at your local Department of Social Services. We recommend calling SSA 1-800-772-1213 and requesting an appointment to apply for SSI in person at the local social security office.

<https://www.ssa.gov/ssi/text-help-ussi.htm>

PDF's of the application are available at the following links:

#### SSI Application:

[https://www.ssa.gov/legislation/Attachment%20for%20SSA%20Testimony%207\\_25\\_12%20Human%20Resources%20Sub%20Hearing.pdf](https://www.ssa.gov/legislation/Attachment%20for%20SSA%20Testimony%207_25_12%20Human%20Resources%20Sub%20Hearing.pdf)

SSI Representative Payee Application: (this is if your child needs support managing their SSI funds)

<https://www.disabilityadvisor.com/forms/ssa-11.pdf>

**\*\* Once approved, you will also be approved for Medicaid!! \*\***

**\*\*Please note, that if your child is already receiving SSDI (Social Security Disability Income) either because their parent is on disability, retired or deceased, they may surpass the income threshold for SSI and Medicaid. In this instance, a Special Needs Trust can be secured for the excess income and they would apply solely for Medicaid, not SSI. See links:**

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<https://www.health.ny.gov/forms/doh-4220.pdf>

You must also include the Supplement A with the above application:

<https://www.health.ny.gov/forms/doh-4495a.pdf>

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## STEP 3:

While you are waiting for your SSI approval, ☐ Attend a Front Door Information Session (this can happen before your OPWDD application)

If you are pursuing self-direction, there is a special Front Door Session just for you!

## STEP 4:

Once you have OPWDD Eligibility, you need to complete a

☐ Front Door Evaluation to seek approval for Case Management with a Care Coordinator and the other services you are requesting from OPWDD.

## STEP 5: ☐ Enroll with a Care Manager

OPWDD should provide you with a listing of Care Coordination Organizations to choose from. The Care Coordinator will help you to enroll with the HCBS Waiver (HCBS Waiver is what pays for the services that OPWDD approves you for)

Once the Waiver packet is approved, your Care Coordinator can work with you to help secure all your approved services from OPWDD.

## NOTES: