

# Medicaid Training



DDS.Waiver@ct.gov

**DDS**

# Best Practices



We will go over:

- MyAccount
- DSS forms
- How to get individuals back on Medicaid
- Coverage Groups
- Best Practices
- Resources
- Questions



# MyAccount



- You can complete:
  - New applications
  - Renewals
- You can upload:
  - Status changes (new address, new arep, etc.)
  - Verifications requested
- Keep record of the submission ID#'s



State of Connecticut  
Department of Social Services

Apply Faster Online!



Visit [www.connect.ct.gov](http://www.connect.ct.gov)  
instead of using this form.

W-1LTSS Application for  
Long-Term Services and Supports

Use this form to apply for care in a facility, for community homecare, or room and board payment for a residential care home/rated housing.

Read the instructions on the following pages and complete the form as directed.



Persons who are deaf or hard of hearing and have a TDD/TTY device can contact DSS at 1-800-842-4524.  
Persons who are blind or visually impaired can contact DSS at 1-860-424-5040.

**ATTENTION!**

If you speak another language, language assistance services, free of charge, are available to you.  
Call 1-855-626-6632 or TTY: 1-800-842-4524.

Spanish (Español):

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística.  
Lláme al 1-855-626-6632 (TTY: 1-800-842-4524).

Chinese (繁體中文):

注意：如果需要使用繁體中文，您可以免費獲得語言援助服務。  
請致電 1-855-626-6632 (TTY: 1-800-842-4524)。

Vietnamese (Tiếng Việt):

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn.  
Gọi số 1-855-626-6632 (TTY: 1-800-842-4524).

Korean (한국어):

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-855-626-6632 (TTY: 1-800-842-4524) 번으로 전화해 주십시오.

Tagalog (Filipino):

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad.  
Tumawag sa 1-855-626-6632 (TTY: 1-800-842-4524).

Russian (Русский):

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода.  
Звоните 1-855-626-6632 (телефакс: 1-800-842-4524).

Creole (Kreyòl Ayisyen):

ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou.  
Rele 1-855-626-6632 (TTY: 1-800-842-4524).

Hindi (हिंदी):

ध्यान दें: यदि आप हिंदी बोलते हैं तो आपको लिए मुफ्त में भाषा सहायता सवाएं उपलब्ध हैं।  
1-800-855-6632 (TTY: 1-800-842-4524) पर कॉल करें।

French (Français):

ATTENTION: Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement.  
Appelez le 1-855-626-6632 (TTY: 1-800-842-4524).

Polish (Polski):

UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej.  
Zadzwoń pod numer 1-855-626-6632 (TTY: 1-800-842-4524).

Portuguese (Português):

ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis.  
Ligue para 1-855-626-6632 (TTY: 1-800-842-4524).

Italian (Italiano):

ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti.  
Chiamare il numero 1-855-626-6632 (TTY: 1-800-842-4524).

Albanian (Shqip):

KUJDES: Nëse flitni shqip, për ju ka në dispozicion shërbime të asistencës gjuhësore, pa pagesë.  
Telefononi në 1-855-626-6632 (TTY: 1-800-842-4524).

Greek (ελληνικά):

ΠΡΟΣΟΧΗ: Αν μιλάτε ελληνικά, στη διάθεσή σας βρίσκονται υπηρεσίες γλωσσικής υποστήριξης, οι οποίες παρέχονται δωρεάν.  
Καλέστε 1-855-626-6632 (TTY: 1-800-842-4524).

Arabic (أبجديات):

تعليمات: إذا كنت تتحدث بلغة إنجليزية، فإن خدماتنا متاحة مجاناً.  
رناوتند لك نأجلنا ب. لهذا مفرید 1-855-626-6632  
(مفر ننا ه ملاً مكبلار: 1-800-842-4524)

Do not return these instruction pages with your application form. Keep for your records or recycle.



# W-1LTSS



- Submit new application online, if possible.
- On 1/1/2023 the W-1LTSS application replaced the W-1LTC.
  - Providers can now use the W-1LTSS to apply for state supp!
- New applications can be sent to [DDS.Waiver@ct.gov](mailto:DDS.Waiver@ct.gov) for individuals ready to be waived only!
- Ensure it is sign and benefits marked
- If benefits have been terminated for over 30 days a W-1E is needed.
- DSS considers this “Long Term Care” (LTC)





W-1ER (Rev. 8/14)

State Of Connecticut
Department Of Social Services
Renewal Of Eligibility

Head Of Household
Client ID Number

This renewal form is only for current DSS clients who get one or more of the following:

- Supplemental Nutritional Assistance Program (SNAP)
Cash Assistance (including boarding home payments)
Medical Insurance (HUSKY) only if you are:
(1) 65 years old or older;
(2) on Medicare;
(3) determined disabled by DSS and are working;
or
(4) receiving Long-Term Care

If you get HUSKY and you are not in one of these four groups then you cannot renew with this form. You must renew online at www.CONNECT.ct.gov or by phone with our partner Access Health CT at (855) 805-4325.

This form is only to renew eligibility for the benefits you get now or to add new members of your household. You must fill out the form and sign and date page 6 for it to be complete.

Call us if you need help filling out this form or getting proof: (855) 626-6632. To apply for help that you do not get now, apply online at www.CONNECT.ct.gov.

Do you need a reasonable accommodation or extra help getting benefits because of a disability or impairment? Y N. If yes, what kind of assistance do you need?

Section 1: Head Of Household (you)

Form with fields for First Name, Middle Name, Last Name, (Maiden Name), Best Phone #, Other Phone #, Home Street Address, City, State, Zip Code, Mailing Address (If Different), City, State, Zip Code.

Section 2: Household Members

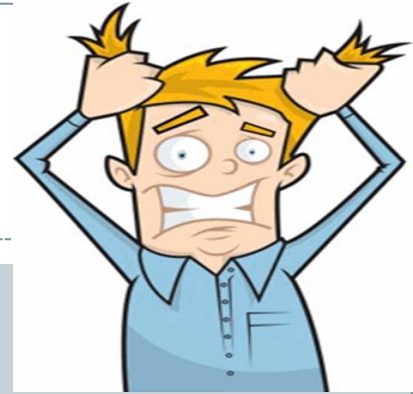
- List members of your household starting with you.
If you want to add a person to your household, list them here and in Section 4.

Table with 7 columns: Name (First, Middle, Last), Date of Birth, How Related to You, Gender (M or F), Marital Status\*, Buy/cook food with you?, Renew or Add household member. Rows 1-6.

\*Marital Status: N = never married M = married D = divorced S = separated W = widowed



# W-1ER



- Complete renewals online, if possible
- Submit or upload verifications with renewal
- Send 40 days prior to the due date
- Separate renewal needed for every benefit if renewal is due at a different date. If on same date, one renewal is sufficient
- Paper renewals go to the scanning center. Copies to [DDS.Waiver@ct.gov](mailto:DDS.Waiver@ct.gov)
- Ensure to include the DSS cover sheet
- Send renewal even if you do not receive a renewal form in the mail

# DEPARTMENT OF SOCIAL SERVICES



Welcome to ConnectCT!

[Page Help](#) | [¿Habla español?](#) | [Access Health CT](#)



[Mail Documents to DSS](#)



### Get Applications and Forms

DSS forms are available to print [here](#).

### Frequently Asked Questions

[Find answers](#) to the most commonly asked questions about ConnectCT and Access Health CT.

[Watch Videos](#) about ConnectCT and MyAccount.

### Renewing your HUSKY Coverage?

If you are a HUSKY A, B or D member and it's time to renew your coverage, please click [here](#) to submit an application. Due to changes in federal law, you will be asked to provide new information. You will be considered for HUSKY Health and other insurance affordability programs offered through Access Health CT.

### Am I Eligible?

See if you may qualify to receive medical benefits, help buying food, and/or cash assistance.

[CHECK NOW](#)

### Apply For Benefits

For a fast and easy way to apply for benefits.

[APPLY NOW](#)

### MyAccount

Securely access your account and view information about your DSS benefits.

[ACCESS NOW](#)

New to ConnectCT?  
[Create an Account](#)

Register Online to Vote





# DEPARTMENT OF SOCIAL SERVICES



[ConneCT Home](#) > Mail Documents to DSS

[Print](#) | [Page Help](#) | [¿Habla español?](#)

## Mail Documents to DSS

To send documents to DSS, you will need a document cover sheet. Include one cover sheet for each envelope of documents you send to DSS. Please note: If you are making an application, a cover sheet is not necessary. You can mail only your application.

### My Personal Information

Please complete the below information, and then click Continue.

First Name :

Middle Initial :

Last Name :

Client ID :

Case Number :



Print Cover Sheet



State of Connecticut  
Department of Social Services  
**FastLink**  
(General Cover Sheet)

Case Number :987654321

Client ID :123456789

This address must display in window of return envelope.



DSS ConneCT SCANNING CENTER  
PO BOX 1320  
Manchester CT, 06045-9968

**IMPORTANT: YOU MUST FILL OUT AND SEND THIS COVER SHEET WITH ALL DOCUMENTS RETURNED TO DSS. FAILURE TO SEND COVER SHEET MAY RESULT IN SERVICE DELAY.**

**Instructions:**

1. Fill out the information below.

First Name: John

Last Name: Doe

Date: \_\_\_ / \_\_\_ / \_\_\_

Number of Pages I am returning (including this cover sheet) : \_\_\_

2. Fold this cover sheet so that the return address (above) shows through the return envelope window.

**Note: Please send photocopies of your documents. DO NOT send original documents.**

Specific to the individual noted in the cover sheet



123456789 NNN



W-265  
(Rev. 6/17)

STATE OF CONNECTICUT  
DEPARTMENT OF SOCIAL SERVICES  
REPORT OF ADMISSION OR DISCHARGE  
RATED HOUSING FACILITY/RESIDENTIAL CARE HOME

Client Name: \_\_\_\_\_ Client ID#: \_\_\_\_\_

Facility Name: \_\_\_\_\_ Vendor ID#: \_\_\_\_\_

Facility Address: \_\_\_\_\_ Facility ph#: \_\_\_\_\_

**ADMISSION** Date of Admission: \_\_\_\_\_

Admitted From:  Home  Hospital  Skilled Nursing Facility/Chronic Disease Hospital

Other Rated Housing Facility  ICF/IDD  Other Setting/Institution

Please provide the name and address of the home, institution or facility from which the individual was admitted: \_\_\_\_\_

**DISCHARGE**

Notice of Permanent Discharge Date of Discharge: \_\_\_\_\_

Notice of Temporary Discharge Date of Discharge: \_\_\_\_\_

If a temporary discharge, is the individual expected to return by the last day of the month following the month of discharge?  Yes  No  \*

If no, when is the individual expected to return \_\_\_\_\_

Are you holding the bed for this individual?  Yes  No  \*

Discharged to:  Home  Hospital  Skilled Nursing Facility/Chronic Disease Hospital

Other Rated Housing Facility  ICF/IDD  Other Setting/Institution

Please provide the name and address of the home, institution or facility to which the individual was discharged: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

Signature \_\_\_\_\_

**This form is not a request for assistance.** Please notify the Department of Social Services (DSS) **within 10 days** of any changes in living arrangements for DSS clients.

To order additional forms, send request on your agency letterhead to:  
DSS, Document Center, 55 Farmington Ave., Hartford, CT 06105 FAX: (860) 424-4954  
Please include a complete mailing address, form number and the quantity needed.  
Please note forms cannot be mailed to P.O. Boxes.

Persons who are deaf or hard of hearing and have a TTD/TTY device can contact DSS at 1-800-842-4524. Persons who are blind or visually impaired, can contact DSS at 1-860-424-5040.

# W-265



- CLA's only
- W-265 is needed when there is a new admission, transfer or discharge.
- One form for admission and one for discharge
- Ensure to put Vendor ID#, admission or discharge date and it is signed by authorized rep



OMG!! I forgot to fill TWO FORMS!?!



W-298  
(Rev. 11/14)

STATE OF CONNECTICUT – DEPARTMENT OF SOCIAL SERVICES

**AUTHORIZATION FOR DISCLOSURE OF INFORMATION**

Name of DSS Client \_\_\_\_\_ Client ID or S.S. # \_\_\_\_\_

I authorize DSS to disclose the information indicated below to: (name and address of person to receive information)

**Agency name only!**

for the following purpose(s):

(If you do not wish to state a purpose, you may write "at my request.")

Type of Information DSS is Authorized to Disclose (check all that apply):

- PHI (other than mental health, substance abuse and HIV-related records)     mental health records\*
- substance abuse treatment records\*\*                       HIV related information\*\*\*
- DSS application and documentation relating to benefits applied for, received or receiving
- other \_\_\_\_\_

(Please specify)

- I understand that my refusal to sign will not affect my ability to obtain services or benefits from DSS.
- I understand that I may revoke this authorization at any time by notifying DSS, in writing, except if a disclosure has already been made in reliance on it.
- I understand that the information I authorize a person or entity to receive may be re-disclosed and no longer protected by privacy regulations.

This authorization expires on \_\_\_\_\_ or upon \_\_\_\_\_. (If use or disclosure of  
(Date) (Event)

PHI is for research, including the creation and maintenance of a database, write "end of research study" or "none.")

X \_\_\_\_\_ Date: \_\_\_\_\_

Signature of DSS Client or Person with Legal Authority to Sign for Client  
(Attach copy of designation as Conservator/ Power of Attorney/ Guardian)

Printed Name of Person Who Signed \_\_\_\_\_

**Note to Recipient of Information:**

\* The confidentiality of psychiatric records is required under chapter 899 of the Connecticut general statutes. This material shall not be transmitted to anyone without written consent or other authorization as provided in the aforementioned statutes.

\*\* **Alcohol and/or Drug Treatment Records:** This information has been disclosed to you from records protected by Federal confidentiality rule (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise, permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

\*\*\* **HIV Related Information:** This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by state law. A general authorization for the release of medical or other information is NOT sufficient for this purpose.

# W-298



- Signed by individual or guardian with current date
- Ensure that guardianship paperwork is submitted to DSS.
- Form should have agency name only
- Only needed when there is a new guardian or AREP



**MEDICAL INSURANCE INFORMATION**

For Worker's Use Only:	<input type="checkbox"/> New Insurance	HOH Name _____	Client ID # _____
	<input type="checkbox"/> Change in Insurance	<input type="checkbox"/> Attached is a copy of the Medical Insurance Card (front and back)	
Client Approved for Coverage Group S05 Medicaid For Working Disabled <input type="checkbox"/> Yes <input type="checkbox"/> No			
Premium purchase requested? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Premium currently being paid by DSS? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, to whom? _____			

This form asks questions about medical insurance coverage for you and your family. This information is required for our computer file. We also need this information to determine whether we can pay for medical insurance premiums on your behalf.

**Fill out a separate form for each policy.** Please provide as much information as you can and return it to the local Department of Social Services office no later than \_\_\_\_\_.

Client Name \_\_\_\_\_ Customer Service Phone \_\_\_\_\_

Insurance Company Name \_\_\_\_\_

Insurance Company Address \_\_\_\_\_

What medical services are covered by this policy? Check all that apply:  
 Hospital  Doctor/Medical/Surgical  Prescription  Vision/Optical  Dental  Long Term Care

Policy Number \_\_\_\_\_ Group Number \_\_\_\_\_

Is this a Long-Term Care Partnership Policy?  Yes  No

Policy Effective Dates: Start \_\_\_\_\_ Stop \_\_\_\_\_

Premium Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Premium Effective Date \_\_\_\_\_

**IF THE INSURANCE IS HELD BY SOMEONE OTHER THAN YOURSELF, PLEASE FILL IN THE FOLLOWING:**

Policy Holder's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Policy Holder's Date of Birth \_\_\_\_\_

Policy Holder's Address \_\_\_\_\_

**IF THE INSURANCE IS THROUGH EMPLOYMENT, COMPLETE BELOW:**

Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Employer's Address \_\_\_\_\_

**LIST ALL PERSONS COVERED BY THIS MEDICAL INSURANCE POLICY BELOW:**

Name	Date of Birth	Sex	List any major illness/injury within last year	Worker's Use Only: Client ID #
1.				
2.				
3.				
4.				
5.				
6.				

I give permission to the Department of Social Services, the Connecticut Medicaid Agency, or any health insurer, provider, or any other entity providing services to me or my family under the Medicaid program to release information about me or my family as necessary for the delivery of Medicaid program services and the administration of the Medicaid program, as permissible by federal or state law.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

# W-1685



- Only if the individual has private insurance, other than Medicare
- Submit copy of insurance card front and back





Legally Liabile Relative (LLR) Form  
for Institutionalized Children Receiving Medicaid Long Term Care Services or  
Medicaid Home and Community Based Waiver Services

Applicant/Recipient Name \_\_\_\_\_

Parent(s) Name(s) \_\_\_\_\_ Phone# \_\_\_\_\_

Parent(s) Address \_\_\_\_\_

If your child is receiving Medicaid long term care services or Medicaid Home and Community Based Waiver Services, we may require you to contribute to your child's cost of care. This amount cannot exceed the amount of assistance paid to or on behalf of the child by the Department of Social Services.

In order for us to determine your share of the cost of your child's care, we need the following information:

1. The father's net adjusted taxable income for the last calendar year; if applicable: <i>(Attach a copy of your 1040 tax form to verify your net adjusted taxable income.)</i>	\$ _____
2. The mother's net adjusted taxable income for the last calendar year; if applicable: <i>(Attach a copy of your 1040 tax form to verify your net adjusted taxable income.)</i>	\$ _____
3. The joint net adjusted taxable income of the father and mother for the last calendar year; if applicable: <i>(Attach a copy of your 1040 tax form to verify your net adjusted taxable income.)</i>	\$ _____
4. If you are divorced or legally separated and are under a court order to pay support please indicate your monthly court ordered support payment: <i>(Attach a copy of your court order verifying the payment amount.)</i>	\$ _____
5. Any in-kind support provided by the parent(s) during the last calendar year while living with the child, along with verification of such support, which is over and above that provided to a healthy child. Examples of in-kind support include, but are not limited to, the following:	
cost of medical supplies which are not covered by insurance or Medicaid;	\$ _____
cost of special diet;	\$ _____
cost of special transportation;	\$ _____
cost of adaptations to a home to accommodate the special need of the child;	\$ _____
other <i>(please indicate specific service)</i>	\$ _____

List below the people living in your household. Place a check mark ( 4 ) next to the names of those dependent on you for support

4	Name of Household Members	Age	Relationship

# W-849



- Only for children, up to age 21.
- Submit with parents or guardians most recent tax returns
- Bank statement showing the child's SSI or SS deposit
- Statement showing how the child's income is spent





State of Connecticut  
Department of Social Services

**Medical Report**  
**(For Title XIX Disability Determination)**

**W-300T19**  
(New 1/16)

Dear Medical Provider:

The patient named on page 2 has applied for assistance with the Department of Social Services (DSS) and has acknowledged physical and/or mental health problems. Please complete the questions on this form in the space provided so we can decide whether he or she is eligible for this assistance. To qualify, the patient must have a severe mental or physical impairment, or a combination of impairments, that precludes substantially gainful employment and is terminal or expected to last for at least 12 months.

In addition to completing these questions, please provide objective medical evidence, including copies of any diagnostic test results, that pertain to the diagnosed condition(s). **We cannot grant benefits without this objective medical evidence.** If you recently submitted this information to the Social Security Administration, or if your progress notes provide this information, you may substitute copies of those materials. A form W-303A, "Permission to Share Medical Information," was provided to the patient to sign so that you may release his or her medical information, but feel free to use your own authorization form if you prefer.

Please return the completed form to:

Colonial Cooperative Care  
PO Box 2040  
Manchester, CT 06045

Phone: 860-885-0630  
Fax: 860-885-0631

To bill DSS for your services, refer to the instructions on form W-513, "Request for Medical Payment," which was also provided to your patient.

Thank you for taking the time to provide information on behalf of your patient.



State of Connecticut  
Department of Social Services

**Medical Report**  
**(For Medicaid for the Employed Disabled)**

W-300MED  
(New 1/16)

Dear Medical Provider:

The patient named on page 2 has applied for assistance with the Department of Social Services (DSS). He or she has acknowledged physical and/or mental health problems and is requesting Medicaid benefits. Please complete the questions on this form in the space provided so we can decide whether he or she is eligible for these benefits. To qualify, the patient must have a severe mental or physical impairment, or a combination of impairments, that precludes substantially gainful employment and is terminal or expected to last for at least 12 months.

In addition to completing these questions, please provide objective medical evidence, including copies of any diagnostic test results, pertaining to the diagnosed condition(s). **We cannot grant benefits without this objective medical evidence.** If you recently submitted this information to the Social Security Administration, or if your progress notes provide this information, you may substitute copies of those materials. A form W-303A, "Permission to Share Medical Information," was provided to the patient to sign so that you may release his or her medical information, but feel free to use your own authorization form if you prefer.

Please return the completed form to

Colonial Cooperative Care PO Box 2040 Manchester, CT 06045  Phone: 860-885-0630 Fax: 860-885-0631
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To bill DSS for your services, refer to the instructions on form W-513, "Request for Medical Payment," which was also provided to your patient.

Thank you for taking the time to provide information on behalf of your patient.

# Medical Packet



- This is needed only when an individual has not been determined disabled by Social Security.
- This is a temporary disability determination.
- The W-300T19 form is for individuals who are not working.
- The W-300MED is for individuals who are working.
- Either form must be submitted with the W-303 and W-303a forms.
- The medical packet is completed and sent to the address noted on the main form.
- The main form is completed by the physician and/or disability specialist (if the individual has several doctors, multiple copies can be sent).



**MEDICAID COVERAGE GROUPS AND ACTIONS**

<b>Medicaid Coverage Groups</b>	<b>Description of Medicaid Groups</b>	<b>Action Needed for Waiver Enrollment for Case Manager</b>	<b>Action Needed for Waiver Enrollment for Providers</b>
<b>B01</b>	Husky B - CHIP Program. Not Husky.	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a>
<b>B02</b>	Husky B - CHIP Program. Not Husky.	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .
<b>B03</b>	Husky B - CHIP Program. Not Husky.	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .
<b>D01</b>	Husky A. DCF group under age 18, eligible for adoption assistance or foster care payments.	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .
<b>D02</b>	Husky A. DCF medical coverage group.	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .
<b>D03</b>	Husky A. DCF coverage group under 21, for subsidized adoption.	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .
<b>D04</b>	Husky A. DCF coverage group, between 18 and 21 years and leaving foster care.	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .
<b>D05</b>	Husky A. DCF coverage group. State funded Medicaid coverage. Limited to selected community based Behavioral Health Services.	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .
<b>D10</b>	Husky A. Children Receiving Title IV-E Subsidized Guardianship	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .
<b>D11</b>	Husky A. Children Receiving Title IV-E Foster Care.	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a>
<b>X03</b>	Husky A extended medical assistance for 12 mos. After exceeding income limits.	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .
<b>F04</b>	Husky A extended medical assistance for 12 mos. After exceeding income limits due to child support.	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .
<b>F06</b>	Husky A presumptive eligibility for kids while pursuing other eligibility.	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .
<b>X07</b>	Husky A for Parents and Caretakers/ families.	W-1E application to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	W-1E application to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .
<b>X10</b>	Husky A for newborns	Applies to newborns/infants only.	Applies to newborns/infants only.
<b>F10/F11</b>	Husky A for newborns for first 12 mos.	Applies to newborns/infants only.	Applies to newborns/infants only.
<b>F12</b>	Husky A for children 19 & 20 who do not receive SSI or SSDI. AFDC income & asset requirements.	Seek SSA and/or complete Medical packet with T19 app to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .	Seek SSA and/or complete Medical packet with T19 app to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .
<b>X25/D25</b>	Husky A. Children Receiving Non-Title IV-E Foster Care/Subsidized Guardianship	W-1E application to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	W-1E application to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .
<b>F95</b>	Husky A for medically needy children under 21 years of age.	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> . Waiver packet to PRAT	Initial T19 appl to <a href="mailto:DDS.Waiver@ct.gov">DDS.Waiver@ct.gov</a> .

# T19 Coverage Groups



- Coverage groups
- W01 – Waiver medical. Renewed yearly. Income limit \$2,742 (3x's the amount of SSI). Asset \$1,600.
- S05 – Med-ConneCT. Income limit \$75,000. Asset \$10,000. Verifications every 6 months.
- S01 – Cash. Renewed yearly. Income limit is computed on an individual basis, using the standards of basic needs. Asset \$1,600.
- H01 (Husky A) – Waiver medical for children (up to age 21). Renewed yearly. Asset limit \$1,000. Income determination based on parents' income.
- Husky D/A switches- email [DDS.Waiver@ct.gov](mailto:DDS.Waiver@ct.gov)

# Med-Connect & Spend Downs

## Medicaid for Employees with Disabilities, also known as **MED-Connect (S05)**

- Premium invoices are sent monthly
- Spouse's income counted when determining premium amounts. Household size affect premiums.
- If countable income is below 200% of the Federal Poverty Level (FPL) there is no premium cost.
- If countable income is over 200% FPL, the premium cost is based on 10% of income above the limit.
- Certain assets are exempted under the S05 coverage group. Please email [DDS.Waiver@ct.gov](mailto:DDS.Waiver@ct.gov) with any questions.

Spend down (S99) is when an individual's income exceeds the Husky C limit.

- Individual's can use certain medical expenses to reduce their income.
- Submit medical expenses that you want to be applied to your spend-down with a DSS spend down cover sheet.
- Spend down must be met for Medicaid to remain active.
- 6-month review period.
- May need to establish a pooled trust to qualify for Medicaid.
- Please email [DDS.Waiver@ct.gov](mailto:DDS.Waiver@ct.gov) with any questions or for more information.



***DDS Maintaining Medicaid Eligibility equals Waiver Eligibility***

Updated December 2019

**Maintaining Medicaid Benefits is really Important!****You must complete your DSS redetermination of eligibility on time!****Your DDS Waiver services are at risk of being discontinued if Medicaid Eligibility is not maintained.**

Medicaid requires an annual redetermination application. **You must complete it as soon as you get it.** It is called "State Of Connecticut Department Of Social Services Renewal Of Eligibility W-1ER". It is due **40 days before** your Medicaid expires, if you do not do this before the 40 days you will be discontinued from benefits and forced to reapply for Medicaid. If you are receiving any services from DDS such as; a day program, case management, etc. These services are paid through Medicaid and it is really important to maintain that benefit.

Link to redetermination form: <https://portal.ct.gov/DSS/Search-Results?SearchKeyword=W-1E> in English & Spanish

**Medicare Savings Program**

If you have applied for the Medicare Savings benefit /waiver (aka QMB or Q01) you also have to do a redetermination application separately each year. If you do not do the application the benefit will be taken out of your monthly Social Security check.

Medicare Savings program English & Spanish - <https://portal.ct.gov/DSS/Search-Results?SearchKeyword=MSP>

# Fact Sheet



- **Various information**
  - Where to send premium payments
  - Asset reduction information
  - Spend down
  - DSS Cover sheet information
  - Scanning Center address
  - DDS Waiver Unit Contacts



## How to Get Started Cómo empezar

# MyAccount Guide

## Online Renewals Renovaciones En Línea

1. Click **Create an Account** link on main landing page (see image below)
2. Registration page appears
  - o Enter first and last name
  - o Email address is optional
  - o Create unique user ID and Password
  - o Select 4 secret questions and answer them
  - o Click "user acceptance" box
  - o Associate MyAccount to the client ID, if you have a client ID

For technical support call 877-874-1612  
Para apoyo técnico llame al 877-874-1612  
[www.connect.ct.gov](http://www.connect.ct.gov)

*If you skipped typing your client ID in during registration, don't forget to go back and "Associate Your Case."*

*Si has omitido de ingresar su número de identificación de cliente durante su registraci3n, no olvides de regresar y "Asociar su caso."*

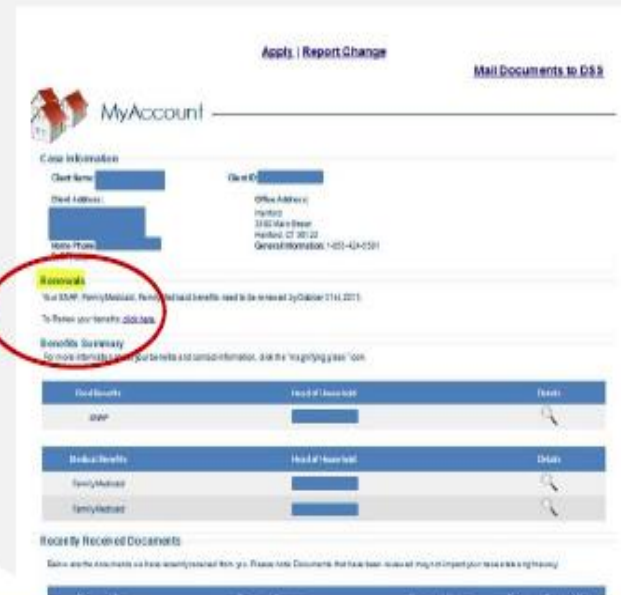
1. Haga clic en el enlace de **Crear un Cuenta** en la página principal de aterrizaje (ver la imagen a continuación)
2. Aparece la página de registro
  - o Ingrese el nombre y apellido
  - o Direcci3n de correo electr3nico es opcional
  - o Crear identificaci3n de usuario y contraseña únicos
  - o Seleccione 4 preguntas secretas y dar respuestas para cada una
  - o Haga clic en aceptaci3n de usuario
  - o "MyAccount" debe ser asociado con su número de cliente, si lo tiene



If a customer has set up a MyAccount that has been associated to his or her client ID, and is within 60 days of a renewal due date, a link will appear on their MyAccount home page to complete the renewal online. (The "Renewals" section is highlighted below) For more information, please visit:

[www.ct.gov/dss/renewal](http://www.ct.gov/dss/renewal)

Si el cliente ha creado su cuenta asociado con su número de identificaci3n de cliente, y está dentro de los 60 días de la fecha de vencimiento, un enlace aparecerá en la página principal de su MyAccount para completar su renovaci3n en línea. (La secci3n de "Renovaciones" ha sido enfatizada a continuaci3n) Para más informaci3n, por favor visítenos al: [www.ct.gov/dss/renewal](http://www.ct.gov/dss/renewal)





# MyAccount: Online Renewals

We are pleased to announce that Online Renewals is up and running on MyAccount! If a customer has set up a MyAccount that has been associated to his or her client ID, *and is within 60 days of a renewal due date*, a link will appear on their MyAccount home page to complete the renewal online. The "Renewals" section is highlighted below. Customers may upload documents with their online renewal at completion. For more information, please visit: [www.ct.gov/dss/renewal](http://www.ct.gov/dss/renewal)

[Apply | Report Change](#) [Mail Documents to DSS](#)

**MyAccount**

**Case Information**

Client Name: [Redacted]      Client ID: [Redacted]

Client Address: [Redacted]      Office Address: 3550 Main Street, Hartford, CT 06120, General Information: 1-800-421-5551

Home Phone: [Redacted]      Cell Phone: [Redacted]

**Renewals** (highlighted in red)

Your SNAP, Family Medicaid, Family Medicaid benefits need to be renewed by October 31st, 2015. To Renew your benefits, [click here](#).

**Benefits Summary**

For more information about your benefits and contact information, click the "magnifying glass" icon.

Food Benefits	Head of Household	Details
SNAP	[Redacted]	[Magnifying Glass Icon]
Medicaid Benefits	Head of Household	Details
Family Medicaid	[Redacted]	[Magnifying Glass Icon]

*If you skipped typing your client ID in during registration, don't forget to go back and "Associate Your Case."*

**Benefits of an associated case:**

- Current Benefit Details
- Report a Change
- Complete a Renewal

[Connect Home - MyAccount](#) [Hable español!](#) | [Enfr](#) | [Base L](#)

Hi Joe, You are logged in. [Home](#) | [CT.gov Home](#)

**MyAccount**

**Associate Case**

Your account has not been associated to a case. If you have recently applied, you will be assigned a Client ID. Once your Client ID is assigned, you will be able to associate your case. Once you have your Client ID please visit the [Case Association](#) page.

**Recently Received Documents**

You currently do not have any documents.

35 Farmington Avenue, Hartford, CT 06105-3724

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# Resources



- [DDS.Waiver@ct.gov](mailto:DDS.Waiver@ct.gov) (DDS/DSS assistance for providers and CMs)
- [DDS-DSS.Issues-Provider@ct.gov](mailto:DDS-DSS.Issues-Provider@ct.gov) (for providers)
- [DDS-DSS.Issues@ct.gov](mailto:DDS-DSS.Issues@ct.gov) (for CMs)
  - Status updates on new apps and renewals
  - Questions/case errors
- DSS Benefit Center at 1-855-626-6632 (after 1<sup>st</sup> and 2<sup>nd</sup> option is listed press#2 for an LTSS representative)
  - questions, report changes, status, etc.
- DSS ConneCT Helpdesk 1-877-874-1612
  - Forgot User ID/Password resets
  - Issues associating cases
  - Report website issues
- DSS Video Guides
  - Videos that guide individuals on how to create a MyAccount, associate cases, complete a PRF form (SNAP), do an online renewal, report changes, etc.
  - <https://portal.ct.gov/DSS/Common-Elements/How-to-Apply-for-Services/Video-Guides-for-DSS-Clients>

# Resources Continued...



- <http://MyPlaceCT.org>
  - All resources available in the community
- **Med-Connect Information**
  - <https://portal.ct.gov/DSS/Health-And-Home-Care/Disability-Services/Med-Connect-Medicaid-for-Employees-with-Disabilities/Med-Connect-Medicaid-for-Employees-with-Disabilities/Eligibility>
- **Spend down Information**
  - <https://portal.ct.gov/DSS/Common-Elements/Medicaid-Spend-Down-Information-and-Forms>
  - <https://portal.ct.gov/-/media/Departments-and-Agencies/DSS/Brochures/Medical-Medicaid-Medicare/spndown.pdf>
- **Medicare**
  - What is Medicare?
    - <https://www.medicare.gov/what-medicare-covers/your-medicare-coverage-choices/whats-medicare>
  - What Medicare covers
    - <https://www.medicare.gov/what-medicare-covers>
- **Direct Express (SSI/SSA) statements**
  - 1-888-741-1115
  - <https://www.usdirectexpress.com/>

# Questions



- You can find these forms and the training online at <https://portal.ct.gov/DDS/OperationsCenter/Providers/Medicaid-Provider-Training>

[DDS.Waiver@ct.gov](mailto:DDS.Waiver@ct.gov)

