




MICHELLE LUJAN GRISHAM  
Governor

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Cabinet Secretary

**Date:** July 25, 2023

**To:** All Developmental Disabilities (DD) Waiver Stakeholders and Interested Parties

**From:** Teresa Larson, Intake & Eligibility Bureau Chief, Developmental Disabilities Supports Division (DDSD) 

**Subject:** **New and Improved Application Process for DD and Mi Via Waivers**

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Dear Stakeholder or Interested Party,

The Intake & Eligibility Bureau (IEB) of DDSD is working to improve and streamline the application process for the DD and Mi Via Waivers. The new process will be effective August 1, 2023.

**What changed?** The process now starts with an application packet. A registration, either hardcopy or over the phone, is no longer required. Applications can be downloaded from the DOH website @ <https://www.nmhealth.org/about/ddsd/intake/>, mailed to the applicant/guardian, or picked up at one of our DDSD regional offices.

The date the complete application packet is received by IEB will be considered the individual's application date. This is the date used for allocations to the waivers and was previously called the registration date.

A complete application packet contains the signed application (including the HIPAA acknowledgement) and documentation of the developmental disability. This documentation could include educational evaluations, neuropsychological/psychological evaluations and/or autism spectrum disorder (ASD) evaluations.

IEB will review the application and documentation for the following:

- If the documentation submitted to IEB indicates the individual meets the DD criteria, they will be determined a "Yes Match" and will be placed on the Wait List.
- If the documentation submitted does not indicate the individual meets the DD criteria, they will be determined a "No Match" and will not be placed on the Wait List. IEB will provide referrals to other resources or encourage the applicant to re-apply when more information is obtained.
- If the individual does not submit documentation regarding a developmental disability, IEB will first send a Request for Additional Information and then a Closure Warning Letter. If the documentation is not received within 30 days from the date of the Closure Warning Letter, the case will be closed for the reason of "Did not complete the application process."

Applicants will no longer be added to the status of “Child Pend.” All complete applications will have a Yes or No Match determination. Children who were in the “Child Pend” status prior to August 1, 2023, will stay in that status until they reach nine years of age and/or documentation is submitted for IEB to review.

Please contact the Eligibility Worker in your area with any questions (see the attached IEB Contact Sheet).