

AGED AND DISABLED WAIVER FORMS INSTRUCTIONS

Form Name: Environmental Accessibility Adaptations – Home and Vehicle

Purpose: To request funds for physical adaptations to a member’s home or vehicle to maximize accessibility for the member.

Definitions:

EAA Home

Environmental Accessibility Adaptations-Home (EAA-Home) are physical adaptations to the private residence of the member or the member’s family home which maximize the member’s physical accessibility to the home and within the home. EAA-Home must be documented in the member’s Person-Centered Service Plan and must include the specific item(s) requested and how these adaptations will enable the member to function with greater independence in the home. This service is used only after all other funding sources have been exhausted.

EAA Vehicle:

Environmental Accessibility Adaptations-Vehicle (EAA-Vehicle) are physical adaptations to a vehicle owned by the member or the member’s family which is member’s primary mode of transportation. The purpose of EAA-Vehicle is to maximize the member’s accessibility to and within the vehicle. EAA-Vehicle is documented on the member’s Person-Centered Service Plan and must specify the item(s) being requested. This service is used only after all other funding sources have been exhausted.

Process:

EAA applications may be completed by the member, Case Manager, Personal Attendant Agency, or FEA vendor. Completed applications must be submitted by the Case Manager who is responsible for adding the EAA service to the member’s Person-Centered Service Plan. The Case Manager will submit the EAA application, estimate or invoice which specifies the vendor, and any other supporting documentation to the Operating Agency for approval.

The Operating Agency will notify the Case Manager and the PA Agency of the determination. If approved, the PA Agency is responsible for claiming the EAA service, issuing payment to the vendor, and obtaining receipt(s). The Case Manager will confirm the adaptations are completed as specified in the member’s Person-Centered Service Plan. If the adaptations are not completed as planned, the Case Manager will assist the member to remediate the issue.

If the application is not approved, the Operating Agency will notify the Case Manager and provide justification for the denial. The Case Manager is responsible for notifying the member. If appropriate, the existing application may be corrected and resubmitted or the member may choose to submit a new application.