

Directions for Applying for the MedWaiver / Agency for Persons with Disabilities (APD)

The APD application needs to be completed in its entirety with an original signature and submitted **with** the required documentation for APD to make an eligibility determination.

Applicants complete sections 1 through 4, the first part of section 9, and sections 10, 15 and 16.

*Help with section 4 – Services Requested - Most individuals will check YES for requesting Home and Community-Based Services. The next portion ask for the services you are requesting. You should indicate **Waiver Support Coordination** as one of the services and then select additional as may be appropriate. You only need to select two at this time and it will not lock you into anything. You can find the brochure, Guide to iBudget Florida Waiver Services in this packet and at the APD website: <https://apd.myflorida.com/ibudget/>

APD will complete: sections 5 through 8, the Residency Verification in section 9 and sections 11, 12, 13 14, 17. Let APD complete the sections that reflect “(to be filled out by APD Staff)”

A complete application will include the following documents: proof of identification and residency with copies of:

- Birth Certificate
- Social Security Card
- Florida ID or Photo ID (School ID is acceptable only if under 16)
- Proof of Residency – Florida ID or for new residents a copy of a bill; such as, electric, water, cable or phone.
- Proof of Guardianship (if applicable)
- **School Records**** – Individualized Education Plan (IEP), 504 Plan (*Accommodations*) or Family Service Plan (FSP) (*Early Intervention Services*)
- **Medical Records**** See Below
- **Psychological Records**** See Below

****Documents needed to process application are listed by IDD:**

Intellectual Disability: (IQ below 70)

- All psychological evaluations, with a least one with Intelligence Quotient (IQ) score or Full-Scale IQ (FSIQ) score
- **All** Individual Education Plans (IEPs) from school and other reports
- **All** therapy reports (Occupational, Physical, Speech, etc.)
- **Any** psychiatric evaluations

Autism:

- **All** psychological evaluations completed at age of 3 to present. (Autism Diagnostic Observation Schedule (ADOS) evaluation)
- **All** psychiatric evaluations and Records from psychiatric admissions
- **All** IEPs from school and other reports

All others: (Cerebral Palsy, Spina Bifida – Myelomeningocele or cystica, Prader-Willi, Phelan McDermid or Down syndrome

- Medical documentation and/or chromosomal records (Karyotype for Down syndrome)
- At least one IEP from school
- At least one psychological evaluation, if any had been completed

Please remember ALL diagnosis documentation must be before the age of eighteen (18) years old.

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Record Keeping:

Start early, ask for copies, start gathering, be organized.

A copy of the entire APD application and supporting documents should be retained for your records.

EMAIL Your Application:

It is highly recommended you email the application and all supporting documents to:

northeast.eligibility@apdcares.org

“At this time” – APD is accepting a completed application with all documents by email. It should be sent using a single email when possible.

If you elect to email the documents to northeast.eligibility@apdcares.org, be sure to keep any receipt from APD or email that states your application is complete, or they need additional information. ASK us for help!

Mail:

If you mail, we highly recommend mailing by **Certified/Return Receipt**. The mailing address is:

Agency for Persons with Disabilities

Attn: Northeast Eligibility

1621 NE Waldo Road, Building 1

Gainesville, FL 32609

After mailing: 7-10 days after emailing or mailing – If you have not heard from APD, call them directly to verify receipt of your application and make sure they do not require anything else. The 60 days to determine MedWaiver eligibility only begins when a complete application with ALL supporting documents have been received.

If you have not heard anything from APD after 60 days check the status. Under no circumstances should you allow more than 60 -90 days go without knowing what is going on with your application.

Who to contact: If APD has assigned you a Pre-Enrollment Specialist – email them or call them directly.

You may also contact:

Pre-Enrollment Supervisor: David Walker 904-992-2415 david.walker@apdcares.org

Pre-Enrollment Supervisor: Carla Steinmann 386-254-3977 carla.steinmann@apdcares.org

Finally, if you haven't gotten the information you need:

Northeast Regional Program Supervisor, Pre-Enrollment / Waitlist & Community Affairs:

Diana Burgos Garcia 386-947-4022 email: diana.garcia@apdcares.org