

# Waiver Capacity

	<b>Emergency (IO and LI)</b>	<b>Replacement (IO and LI)</b>	<b>Regular (IO and LI)</b>	<b>Substitution (IO and L1)</b>
<b><i>What is it?</i></b>	Reserve capacity specifically to cover an emergency situation.	Reserve capacity specifically to cover a disenrollment within a county in order to maintain a steady level of waiver enrollment.	Capacity that is part of the "unduplicated" count of the waivers. This capacity follows an allocation methodology process built into the PICT.	Capacity specifically to cover the unused "unduplicated" count of the waivers.
<b><i>What needs to be in place to access this capacity?</i></b>	A person must meet the emergency definition, as defined by 5126.042. In addition, the county accepts responsibility for payment of the local match.	Finalized disenrollment process for a waiver recipient within the county (i.e., disenrollment letter received from DODD). The request for replacement must occur within 90 days of the date of the DODD disenrollment letter.	A completed PICT record indicating a projected year and quarter of enrollment for each person in the county's PICT queue.	Unused allocated capacity. The request for substitution must occur within 90 days of the date of the DODD allocation letter.
<b><i>What do I do to access this capacity?</i></b>	A superintendent, waiver contact, or designee must make the request to DODD using the appropriate form. Update PICT.	An authorized county board/COG staff must make the request to DODD using the appropriate form. Update PICT.	Complete a PICT record for each person a county is requesting additional waiver capacity three (3) weeks prior to the end of each calendar quarter.	Submit an email to DODD indicating reason why waiver is being returned by the former waiver recipient and the name of new waiver recipient. Update PICT with current projected year and quarter.
<b><i>Who can submit this request?</i></b>	Anyone authorized by the superintendent of the county board - usually the waiver contact for the county.	Anyone authorized by the superintendent of the county board - usually the waiver contact for the county.	Person responsible for completing county's PICT.	Anyone authorized by the Superintendent of the county board.
<b><i>Are there any timelines to know?</i></b>	Emergency capacity is associated with someone with a loss of residence within 30 days. Request at any time within parameters noted.	The request for replacement must occur within 90 days of the date of the DODD disenrollment letter.	DODD sets deadlines for PICT data submission. Requests must be completed three (3) weeks prior to the end of each calendar quarter. Allocations are made when capacity is available.	The request for substitution must occur within 90 days of the date of the DODD allocation letter.