

# IFSP Funding Quick Reference

The **Waitlist and IFSP Portal** is a website that can be used by a person (or their Custodial Family Member) currently on the Virginia DD Waiver Waiting List to apply for financial assistance to cover eligible costs that support continued living in an independent setting.

If you are currently living in your own home or family home, go to: <https://www.dbhds.virginia.gov/ifsponline> to apply!

Application available in English and Spanish!

If you need assistance, contact (844) 603-9248



## Step 1: Log In

At the Portal login page, add the credentials for the Applicant (Applicant = the person on the Waitlist):

1. Click on **Login to IFSP Portal**
2. Add Applicant's **Last Name**
3. Add Applicant's **Last 6 digits of SSN #**
4. Add Applicant's **Date of Birth**
5. Click on **Login**

## Step 2: Start Application

1. Click on **Start New Application** (top right).

Answer the question **Who is submitting the application?**

Who is submitting this application? \*

I am a person on the DD Waiver Waiting List.

I am a family member of a person on the DD Waiver Waiting List.

**Continue**

2. If you are age 18 or above and are completing the application for yourself, click on **I am a person on the DD Waiver Waiting List.** OR If you are the Custodial Family Member completing the application for someone else, click on **I am a family member of a person on the DD Waiver Waiting List.**

Click on **Continue**.

3. Answer the question if you live in your **own home** or a **family home**.

**Note:** If you need help filling out the application, someone may assist you. but, the SSN must be yours.

## Funding Cycle - Max

Only 1 application is allowed for submission during the funding cycle

- **\$1000 Max for Priority 1**
- **\$500 Max for Priority 2 and 3**

**Note:** No need to know your priority number before applying. The priority automatically populates in the application.

## Step 3: Update Contact Info (if necessary)

1. If needed, update your Contact Information in the Applicant Section. If your mailing address, email address, or Social Security Number has changed, click on the "Update information" checkbox.

**Note:** Changing this information does not update the person's WaMS waiting list record. It is only used to stay in touch about IFSP.

## Step 4: Select Category / Items

1. Under **Funding Category** click the acknowledgement **check box**.
2. Click the drop-down arrow to select category (**Safe Living, Improved Health Outcomes and/or Community Integration**).
3. Select an **Item** from a list of approved items and services.
4. Enter the **Requested Dollar Amount** (\$) per category / item.
5. Click the **Add Requested Amount** button.

**↓ Add Requested Amount**

6. Continue adding Categories, Items and Requested \$ amounts as needed.

**Note:** The Requested \$ Amount entered will be rounded to the nearest dollar.

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(Continued)

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## Step 5: Acknowledge and Sign Application

1. Click each of the 3 acknowledgement check boxes.
2. Click in the **Type your full name as your signature** field to type the first and last name of the person completing the application.

### Signature

#### Applicant Required Acknowledgments

- I certify that the requested services or items are needed to support the continued residence of the individual with ID/DD in his/her own or the family home and no other public funding sources are available.\*
- I agree to provide to the department, if requested, documentation to establish that the requested funds were used to purchase only approved services or items indicated in this application.\*
- I understand that failure to provide documentation, when requested, that the requested funds applied for were used to purchase only approved services or items described in this application may result in recovery of such funds and denial of subsequent funding requests.\*

#### Signature

Type your full name as your signature: \*

Edna Mode

Date:

9/14/2025

Save Changes

Submit

## Step 6: Save and Submit Application

1. Click on the **Save Changes** button (*bottom right of the Signature section OR top right of the application*).
2. After review and when you are ready, click on the **Submit** button.
3. Click on **Continue** to confirm.

Save Changes

Submit

Once the application is submitted:

- The application is assigned an Application ID and is submitted for review
- Use Application ID as a reference for your records and future communication
- The application status is "Submitted"
- A system email will be sent to the email address of the person who submitted the application (either the individual on the Waitlist or the family member applying on their behalf)

**Note:** To make changes to a submitted application before the funding application period closes, click on the **Withdraw** button, make changes, and **resubmit**, OR **Withdraw, Discard** and start a **New Application**.