

The WaMS IFSP-Funding Portal

What's New

The IFSP-Funding Portal has been updated in time for the Fall 2025 funding cycle. Below lists a few items that have been updated in the WaMS Waitlist and IFSP Portal.

1. A SIMPLER WAY TO APPLY

Before, everyone had to use the same form and answer a series of questions, which could sometimes be confusing. **Now it's much easier!** The system starts by asking just a few quick questions:

- Who's completing the application?
 - If you are the person on the DD Waiver Waiting List and you are 18 or older, it will ask:
 - *"Do you live in your own home or a family home?"*
 - If yes, you get the form made just for you.
 - If you're a *Custodial Family Member* completing the application, it will ask:
 - *"Does the person live with you, and do you make important decisions for them?"*
 - Then it gives you the right form based on the person's age:
- If someone under 18 tries to apply for themselves, the system shows a message saying a family member needs to apply.

This new process helps everyone get the right form without confusion.

2. IMPROVED WELCOME PAGE

- New Look and Feel
- *"Custodial Family Member"* is defined.
- Eligibility criteria clearly laid out with checkboxes.
- Clarifies who can apply.

Welcome to the Individual and Family Support Program (IFSP) Funding Application Portal.

IFSP Funding provides direct assistance to individuals and families who are on Virginia’s Developmental Disabilities (DD) Waiver Waiting List. IFSP funds cover the cost of a variety of items that will help an individual who is living in a community setting.

Who Can Apply for IFSP Funding?

To be eligible, all of the following must be true **when you apply**:

- ✓ You are on the Virginia DD Waiver Waiting List AND
- ✓ You live in your own home or in a family member’s home

Who can submit an application?

- You can apply for yourself if you are on the DD Waiver Waiting List, 18 years or older and meet the eligibility criteria.
- A family member can apply on your behalf if you primarily live with them and they help you manage your money and make important decisions.

This is called a "custodial family member" in our regulations and guidelines. A custodial family member is a family member who has primary authority to make all major decisions affecting you and with whom you primarily live.

How to Apply:

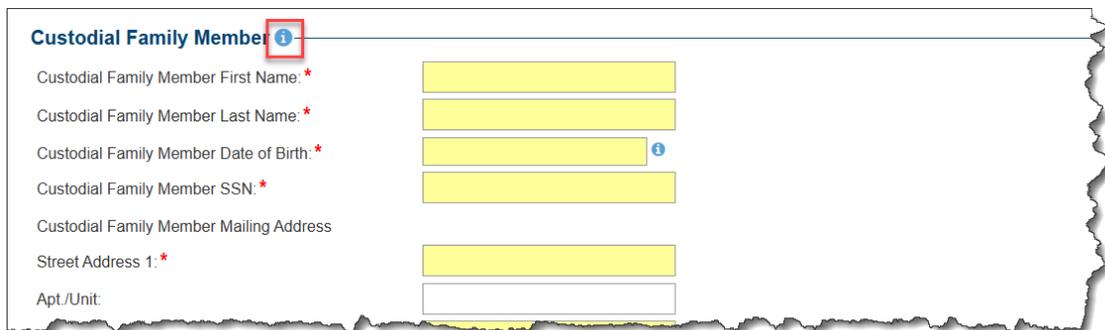
- ✓ Click "Start New Application" (upper right). The application takes less than **5 minutes** to complete.
- ✓ Need help? Call (844) 603-9248 to reach the My Life, My Community helpline.
- ✓ Visit the [My Life, My Community IFSP-Funding Page](#) for funding guidelines, Frequently Asked Questions (FAQs), and a user guide.

Important Reminders:

- ✉ Check your email regularly for IFSP-Funding application updates (including spam/junk folders).
- 📍 Update your Community Services Board (CSB) or Support Coordinator/Case Manager if:
 - Your mailing or email address changes
 - Your (or your family’s) situation changes significantly. This will ensure that your DD Waiver Waiting List Priority Need Level is accurate.
- ⚠ Submitting an application does not guarantee funding.

3. TOOLTIPS & INFO POP-UPS

- When you see the blue circle with an “i,” hover your mouse over it to see helpful information.
- The “Custodial Family Member” tooltip shows the definition, so you know exactly what it means.



4. UPDATE INFORMATION CHECKBOX

Only update contact information if something has changed or not displayed correctly. This helps make sure we can stay in touch with you the right way.

- This helps to make sure we have the right info to contact you about IFSP Funding — like your address, email, or Social Security Number.
- If the WaMS record needs to be updated, there's a link to help you contact your local CSB for help.

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

The information you enter below will be used only for IFSP Funding communications. If your mailing address, email address, or Social Security Number has changed, please click on the "Update information" checkbox below to update it. If you need help filling out this application, someone may assist you. However, the Social Security Number must be yours, not the helper's. If you are approved, the funding card will be issued in your name.

Update information*

Note: To update your official record, please contact your local [Community Services Board \(Community Service Board 1\)](#) or Support Coordinator/Case Manager.

Individual's Mailing Address

Street Address 1: *

Apt./Unit:

City: *

State: *

Zip Code: *

Individual's Email: *

Individual's SSN: *

5. FUNDING STATEMENT SHOWS CSB NAME

The *Funding Statement* now lists the CSB for the individual on the waiting list. It also includes a link to all CSBs.

If you think the priority status is wrong or needs updating, contact the CSB or Support Coordinator/Case Manager. This makes it easier to know exactly who to reach for help.

Funding Category

Statement

You are eligible to apply for IFSP-Funding in the Category of Priority 1. You may apply for any amount up to \$1,000. If you believe your priority status is incorrect or needs to be updated, please contact your local [Community Services Board \(Sunshine Networks\)](#) or Support Coordinator/Case Manager.

I understand and acknowledge that I am applying for IFSP-Funding in Category of Priority 1 for a maximum amount of \$1,000. *

Please review Section IV of covered and non-covered items in the IFSP-Funding Program Guidelines at <https://dbhds.virginia.gov/assets/MyLifeMyCommunity/IFSP-Funding/IFSP-Funding%20Program%20Guidelines%20and%20FAQs.pdf>

6. SIGNATURE MADE SIMPLE

You now only need to type your signature to sign the application. Other options, like handwritten or e-signatures have been removed to make signing faster and simpler.

Signature

Type your full name as your signature: *

Date:

7. SAVE AND SUBMIT BUTTONS

The **Save Changes** and **Submit** buttons at the top-right of the application are also included on the *Signature* dialog box. This makes it easier to complete and submit your application without scrolling.

Signature

Type your full name as your signature: *

Date:

8. APPLICATION REVIEW STATUS

When reviewing the **IFSP Application List** page (under *View ISP Applications*), applicants will now see their application status as **Submitted** instead of **Pending Approval**. This makes it easier to see that the application has been sent and track its progress.

Virginia Waiver Management System (WaMS)					Account														
IFSP Menu		IFSP Application List			Start New Application														
<ul style="list-style-type: none"> Waitlist Portal Home Complete Individual Choice Form Complete Needed Services Form IFSP Portal Home View IFSP Applications 	<p>*Only 1 application is allowed for submission during the funding cycle*</p> <p>\$1000 Max for Priority 1</p> <p>\$500 Max for Priority 2 and 3</p> <table border="1"> <thead> <tr> <th>Creation Date</th> <th>Application ID</th> <th>Submitted Date</th> <th>Application Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>09/04/2025</td> <td>FY2600954</td> <td>09/04/2025</td> <td>Submitted</td> <td>Summary</td> </tr> <tr> <td>07/07/2025</td> <td>FY2600884</td> <td>07/07/2025</td> <td>Pending</td> <td>Summary</td> </tr> </tbody> </table>				Creation Date	Application ID	Submitted Date	Application Status	Actions	09/04/2025	FY2600954	09/04/2025	Submitted	Summary	07/07/2025	FY2600884	07/07/2025	Pending	Summary
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