*An individual may be able access a reserve slot to transition from one DD waiver to another DD waiver in order to access needed services.*

C:\Users\nqj14833\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\FKWUX0W7\DBHDS_Logo_CMYK_BLK_062014-Cropped.jpg

CSB:

Support Coordinator completing the form:

Date completed: Click here to enter a date.

Individual requiring a reserve slot:

Medicaid number:

Current waiver: Choose an item.

Requested waiver: Choose an item.

Describe the change in the individual’s assessed needs, as documented in the individual’s record, which requires a service or services that are not available in the waiver in which the individual is presently enrolled:

**Please forward this form to Vivian Stevenson (**[**vivian.stevenson@dbhds.virginia.gov**](mailto:vivian.stevenson@dbhds.virginia.gov)**) via secure email.**

**GUIDANCE PER REGULATIONS:** The assignment of reserve slots is managed by DBHDS. In the event that all reserve slots have been assigned, a chronological list of individuals in need of a reserve slot will be maintained.

The waiver slot that is vacated by the individual transitioning to a reserve slot shall remain with the vacated slot’s CSB/BHA. The assignment of the vacated slot will be made by DBHDS after review and recommendations from the local Waiver Slot Assignment Committee.

Individuals and family/caregivers shall have the right to appeal the application of the reserve criteria to their circumstances pursuant to 12 VAC 30-110.  All notifications of appeal shall be submitted to DMAS.

Additional information about reserve slots may be found in the DD waivers’ emergency regulations at 12VAC30-120-580.