



# New York Children's Waiver for Home and Community Based Services (HCBS)



## What are Children's Home and Community Based Services (HCBS)?

HCBS are Medicaid services that provide extra care to children and youth in their home and community, so they do not need to go to a long term care facility or hospital.

You can find out more about these services by contacting the Children and Youth Evaluation Service. We can help you through the steps to apply for HCBS, including help in applying for Medicaid. Read below for more information.

## Steps to Apply for Services

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### Step 1 Contact the Children and Youth Evaluation Service (C-YES)

- Find out more about Children's Home and Community Based Services and the Children's Waiver.
- Ask C-YES to send you a Referral Form so you can apply for services.
- Once we get back your completed and signed form, we assign a Family Support Coordinator (FSC) and Registered Nurse to work with you.

### Step 2 Gather your documents and have your first meeting with the nurse

- Your FSC schedules a visit to your home or other location you identify. We tell you what records you should have handy for the nurse.
- At the visit, the nurse will get to know more about your child. You will sign releases so we can get the records we need to help you apply for services.
- After the visit, we may call you if we don't have all the records we need to schedule an evaluation. We may ask you for more information or ask you to call a provider who has not sent us the records we need.

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## Step 3 Meet with the nurse to have your HCBS Level of Care Evaluation

- Once we have all the information we need, we call you. We schedule an evaluation at your home or other location you identify.
- At the visit, the nurse evaluates your child's "level of care" eligibility. In other words — does your child qualify for the Children's HCBS based on the care and support he or she needs?
- All children/youth must have Medicaid to get services. If you don't have Medicaid, you go to **Step 4**. If you have Medicaid, go to **Step 5**.



## Step 4 Fill out a Medicaid Application if you do not have Medicaid

- If you are eligible for HCBS, we call you to schedule a meeting with a C-YES Program representative who will help you apply for Medicaid.
- Our representative meets with you at the Local Department of Social Services (LDSS) or at a convenient community location to help you fill out the Medicaid form.
- Within 60 days of receiving your complete Medicaid form, the LDSS sends you a notice that tells you if your application was approved or denied.

## Step 5 Meet with the nurse to develop your Plan of Care

- After your evaluation, our nurse meets with you and your child to develop a Plan of Care.
- The nurse also talks with you about joining a Health Home. If you join a Health Home, we send your Plan of Care to your Health Home care manager.



## Step 6 Start using your services

- C-YES or your Health Home helps you find the HCBS service providers you need.



## What else you should know

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- You may be put on a Wait List even if you are approved for HCBS. C-YES will tell you whether you were put on a waiting list. We also contact you when services are available.
  - If you do not agree with a decision about your HCBS Level of Care Evaluation you can ask for a fair hearing.
  - If we help you with your Medicaid form at a community location, you will be responsible for mailing or taking your form in person to the Local Department of Social Services.

## Questions? Call Us.

**1-833-333-CYES** (1-833-333-2937)  
TTY: 1-888-329-1541

*The Children and Youth Evaluation Service (C-YES) is a New York State Program that determines whether a child/youth is eligible for home and community based services.*

