

HOME AND COMMUNITY BASED WAIVER (HCB)**17.21 NOTIFICATION****A. CLIENT**

Notification procedures in Chapter 6 are applicable.

B. CASE MANAGEMENT AGENCY

At application the Worker returns the completed DHS-2 and copies of pages 1, 2 and 3 of the DFA-2 to the case management agency within 30 days of completion of the DFA-2. This notifies the case management agency of the financial eligibility decision and provides them with the case number. The Worker retains a copy of the completed DHS-2 for the case record.

NOTE: When an emergency slot is filled, DHS-1 information must be returned to the case management agency by the end of the work day following the application date.

The case management agency is also notified when an HCB waiver client becomes ineligible for any reason. The Worker **may use the original** form DHS-2, **a DHS-1, or a free-format letter.**

C. OTHER

The IM Policy Unit must be notified when the following occurs:

- An application is denied for financial reasons.
- An active case is closed for financial reasons due to a change in income or assets.

The Worker must provide the case name, case number, general description of the reason for denial or closure, the name of the case management agency and the Worker's telephone number.