

Transfer Child from CIP to CLTS Waiver

County decides to transfer a child from CIP Waiver to CLTS Waiver for one of the following reasons:

1. The child's target group changed as a result of completing the CLTS Functional Screen.
2. Counties may choose to switch children from the CIP Waiver to the CLTS Waiver. If the County is choosing to transfer a child from the CIP Waiver to a CLTS Waiver, the county must send written notification to the family assuring the child's continued participation in a Home and Community Based Waiver after age 22 as long as the child remains eligible.

Process:

1. County Support & Service Coordinator notifies Community Integration Specialist that child will be closed on CIP. The notification must include the child's name, slot number, reason for closure, and the effective date.
2. The County Support & Service Coordinator closes the child's slot in HSRS using the effective date.
3. The Developmental Disabilities Section will close the child's CIP slot and will forward the necessary information to the Children's Services Section.
4. The Children's Services Section will assign a new slot to the child and notify the county of the Child's CLTS Waiver slot number.
5. The County will open the child in the CLTS slot number.

Please note a CLTS Waiver application is not required to transfer a child from a CIP Waiver to a CLTS Waiver. Please contact your Children's Services Specialist with all questions.