



August 7, 2017

Re: Michelle P. Waiver Waiting List Application

Dear

Our records show that you recently contacted NorthKey in order to place your name or a family member's name on the waitlist for the Michelle P. Waiver. We apologize for the delay in responding to your request but within the last few months the process for adding names to the MPW waitlist, as determined by our State oversight agency, has changed dramatically and as a result has caused a significant delay in responding to families' requests.

The new process for adding a name to the MPW wait list, involves a newly developed online application process that can be completed entirely by the person, guardian or family member. To be placed on the waiting list, it is now required to complete the application online through the Benefind Self Service Portal. This application involves applying for Medicaid services as Medicaid eligibility is required for the Michelle P. Waiver.

To complete the application, you would create an online account on the Benefind website (below) and provide some personal information in addition to several required documents. The process is lengthy and can take an hour or more to complete.

Website: <https://benefind.ky.gov/>

The Department for Medicaid Services has also supplied the following information to assist families in this process so we are passing it along to you:

Applicants can go into the system under <https://benefind.ky.gov/> and look under Quick Search. Type the individual's information (name or ID. Etc.) and click Search. It should bring up the individual. Click on the individual's name and it will bring up the "My Account" screen. Look on the right side of the screen, under Application and click on the 3rd hyperlink that says "Start Waiver Application. If this does not work, look under Contact Information and click on Benefind Call Center for help.

Thank you,

Marsha Moore, B.S./Chelsea Plants, B.S.

Marsha Moore SGF Team Coordinator
Chelsea Plants SGF Program Manager

Intellectual/Developmental Disability Services
7075 Industrial Road • Florence, KY 41042
Phone: 859-647-7580 • Fax: 859-647-7581
www.northkey.org

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Descriptions of Applicable Documents

MAP 115

- Application Intake/ Participant Authorization
 - Allows an application initiator to apply on behalf of another person

MAP 14

- Authorized Representative
 - Allows a representative to apply for Medicaid on behalf of another person

PA 77

- Intent to Apply for Medicaid

MAP 10

- Waiver Services – Physician’s Recommendation

Documents you may be asked to upload to Benefind system:

Psychological Evaluation Verification

- Psychological Evaluation (IQ testing)

Adaptive Behavior Abilities Verification:

- Adaptive Behavior Abilities Assessment

Care Provider Verification:

- Letter from Caregiver or Physician of Caregiver explaining the reason the caregiver is unable to provide care to the individual

Education Program Documentation or

- Individual Education Program Documentation (IEP) from an Elementary, Middle or High School

Legal Guardian Verification

- Court Order of Guardianship

Intellectual/Developmental Disability Verification

- MAP 10
- Psychological Evaluation
- Doctor’s Evaluation

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- Physician Statement

Information Required for the Medicaid Application Process

You may be asked to provide proof of the following to start receiving benefits:

- Identification, such as a driver's license;
- Social Security Number for all individuals requesting assistance;
- Citizenship, such as a U.S. Birth Certificate or alien papers for individuals requesting assistance who are not U.S. citizens;
- Where you live and who lives with you, such as a lease, or note from your landlord;
- All money coming into your home, such as pay stubs for the last 2 months, self-employment records, the most recent award letter from Social Security and/or Veterans Administration or other records. You can get a proof of income letter from SSA by calling 1-800-772-1213 or request one online at www.socialsecurity.gov;
- Resources for all individuals requesting assistance, such as case on hand, checking or savings accounts, stocks, bonds, certificates of deposit;
- Marriage certificate or divorce decree;
- How much you pay for childcare or for the care of a disabled adult;
- How much you pay for child support;
- Information on any child's parent not living in the home;
- Information on any child's parent who is disabled;
- If you do not have children under the age 18 in your home please give the number of hours every adult works each week, even if they are not paid for that work;
- How much you pay for medical bills, including medicines, for individuals who are disabled or age 60 or older;
- How much you pay for rent, mortgage, home insurance, property taxes, and/or utilities;
- Copy of any health insurance cards;
- Birth Certificate of any newborn child in the household.

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