

# MEMORANDUM



**DATE:** July 14, 2023

**TO:** Home and Community Based Alternatives (HCBA) Waiver Agencies

**FROM:** Department of Health Care Services (DHCS), Integrated Systems of Care Division (ISCD)

**SUBJECT: Important Information Regarding Prospective HCBA Enrollments**

This memo serves as formal notice to HCBA Waiver Agencies that the HCBA program is approaching its maximum capacity of 8,974 participants for the current waiver year. Once this capacity is reached, DHCS must immediately implement a waitlist and is only able to process new enrollments as Waiver slots become available. Participants currently enrolled in the HCBA Waiver will continue to be enrolled and receive services so long as they remain eligible.

On July 12, 2023, DHCS informed the HCBA Waiver Agencies that it will not be accepting any new HCBA applications effective immediately. This does not include cases currently in "Pending Enrollment Review" status. Waiver Agencies may complete and submit applications already in process and that meet criteria for Reserve Capacity. For any other cases or new applications received, Waiver Agencies should place the individuals on the waitlist. Waiver Agencies must follow this guidance, it is not optional, and the Waiver Agencies cannot make any accommodations that contradict DHCS' directives.

This temporary pause will allow DHCS to continue processing applications currently in the enrollment review queue in accordance with the requirements of the HCBA Waiver. Additionally, DHCS staff will work to clear out slots through disenrollments and internal audits to absorb pending applications. **Any individuals who are unable to be enrolled will be added to the waitlist. In addition, we encourage anyone interested in the program to apply so that they can secure a place on the waiting list.**

DHCS sincerely regrets any inconvenience or uncertainty this may cause HCBA Waiver Agencies. DHCS is committed to as smooth and efficient process as possible as we transition the HCBA waiver to a waitlist. Additionally, DHCS is actively working towards increasing the number of maximum waiver slots available so that Waiver Agencies, and DHCS, can re-initiate processing intakes as quickly as possible.

Any questions or concerns on behalf of Waiver Agencies, or the public, can be directed to DHCS via telephone or email at (833) 388-4551 or [HCBAAlternatives@dhcs.ca.gov](mailto:HCBAAlternatives@dhcs.ca.gov).