

# Florida Medicaid Waiver Application Prep Kit

AdvocateNest - advocatenest.polsia.app

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## About This Kit

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This kit helps Florida families prepare to apply for the iBudget Medicaid waiver through the Agency for Persons with Disabilities (APD). Complete each section before contacting your regional APD office.

Apply as early as possible. The waitlist clock starts when you apply, not when your child needs services. Over 25,000 families are currently on Florida waiver waitlists.

## Step 1: Confirm Florida Medicaid Enrollment

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- Child is currently enrolled in Florida Medicaid
- Medicaid ID number is on file (keep a copy)
- If NOT enrolled: Apply at [access.florida.gov](https://access.florida.gov) (takes 30-45 days)

**Medicaid ID Number:** \_\_\_\_\_

**Medicaid Enrollment Date:** \_\_\_\_\_

## Step 2: Documentation Checklist

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Gather ALL of these before contacting APD. Incomplete applications cause delays.

### Diagnosis Documentation (REQUIRED)

- Current psychological evaluation (within 3 years) documenting diagnosis
- Diagnosis must be: Intellectual disability, Autism, Cerebral Palsy, Spina Bifida, Prader-Willi, Down Syndrome, or Phelan-
- Documentation confirms disability originated before age 18
- Evaluation documents functional limitations in 3+ major life areas

### Medical Records

- Current records from primary care physician (last 12 months)
- Records from all specialists seen in the past 2 years

- Current medication list signed by prescribing physician
- Letters from treating physicians describing functional limitations

### **School/Educational Records**

- Current IEP (Individualized Education Program)
- School evaluation reports (psychological, educational, speech, OT, PT)
- Most recent report card and attendance records
- Any behavior intervention plans or functional behavior assessments

### **Therapy Records**

- Speech therapy evaluation and recent progress notes
- Occupational therapy evaluation and recent progress notes
- Applied Behavior Analysis (ABA) records if applicable
- Physical therapy records if applicable

## **Step 3: Describe Your Child's Functional Limitations**

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APD evaluates how the disability limits functioning in daily life. Describe your child's WORST day, not their best.

### **Self-Care (bathing, dressing, grooming, toileting)**

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### **Communication (expressing needs, understanding directions)**

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### **Social Skills (interacting with others, peer relationships)**

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**Safety Awareness (can your child be left alone safely?)**

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**Behavior (challenging behaviors, meltdowns, self-injury)**

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**Health/Medical Needs (medications, seizures, feeding)**

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**Step 4: Services You Are Seeking**

Check all services your child currently needs or will need in the future:

- Personal supports / care aide (in-home assistance with daily activities)
- Behavior Analysis (ABA therapy) services
- Supported employment / job coaching
- Adult day training (structured day program)
- Residential services (group home or supported living)
- Respite care (temporary relief for family caregivers)
- Assistive technology (communication devices, adaptive equipment)
- Environmental modifications (ramps, grab bars, safety modifications)
- Transportation to services

Therapies (speech, OT, PT)

Other services needed:

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## Step 5: APD Regional Office Contact

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Call your regional APD office to request an application. Find your region at [apd.myflorida.com/regions](http://apd.myflorida.com/regions)

**APD Region:** \_\_\_\_\_

**APD Office Phone:** \_\_\_\_\_

**APD Case Manager Name:** \_\_\_\_\_

**Date of First Contact:** \_\_\_\_\_

**Application Submitted Date:** \_\_\_\_\_

**APD Reference/Case Number:** \_\_\_\_\_

## Waitlist Maintenance - CRITICAL

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After approval, APD sends annual re-enrollment notices. Failure to respond removes your child from the waitlist, losing ALL waitlist progress.

- Set a calendar reminder for January each year (typical notice month)
- Keep your mailing address current with APD at all times
- Respond to ALL APD mail within 30 days
- Call APD annually to confirm your child is still on the waitlist

**Waitlist Date (when you were added):** \_\_\_\_\_

**Last Confirmed on Waitlist (date):** \_\_\_\_\_

**Annual Notice Response Deadline:** \_\_\_\_\_

## Key Questions to Ask APD

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- What is the current estimated wait time for my region?
- What documents does APD still need from us?

- Are there any interim/crisis services available while we wait?
- What is the Short-Term Risk Prevention program and does my child qualify?
- Can you refer us to Support Coordination agencies that work with waitlisted families?
- What happens to our waitlist position if we move within Florida?

This kit is from AdvocateNest - [advocatenest.polsia.app](https://advocatenest.polsia.app). It is educational and not legal advice. For case-specific guidance, consult a disability attorney or APD-certified support coordinator.