



**SENIOR & LONG TERM CARE DIVISION
COMMUNITY SERVICES BUREAU**

HOME AND COMMUNITY BASED WAIVER Policy Manual	Section: CASE MANAGEMENT SYSTEM
	Subject: Service Plan Costs

REQUIREMENT The service plan must provide documentation of the member's service plan costs. It includes all Home and Community Based Services to be provided, the frequency, amount, and projected annualized cost of the services.

PROCEDURE The case management team prepares the service plan cost sheet; form DPHHS-SLTC-134, (refer to 899-10) after the service plan has been developed. The cost sheet is completed to determine initial program eligibility and when amendments are made to the service plan. A new cost sheet must also be completed at each annual update of the service plan. The CMT must explain the cost sheet to the member and/or representative. CMT may complete final cost plan upon return to office. The CMT must document mailing of form to the member and/or representative. The CMT should review the cost sheet with the member at the six-month visit.

**ANNUAL
SERVICE
PLAN COST
LIMIT** The Department determines the plan of care cost limit. Members who exceed the plan of care cost limit are not eligible for the Home and Community Based Services Program unless prior authorized by the Department, (refer to HCBS 403 for prior authorization criteria and procedures).