



How Do I Apply for Home and Community-Based Services (HCBS) Waivers?

***Note:** The process to apply for HCBS waivers online and over the phone mirror the steps for “How do I apply for Medicaid and Hawki.”

Paper Application		
Title	Explanation	URL
Step 1A: Print application. -OR- Step 1B: Ask for application to be sent to you. -OR- Step 1C: Pick up an application from local HHS Office.	1A: Print a copy of the application form 1B: Call HHS Contact Center and ask for an application to be mailed to you at 1-855-889-7985.	https://dhs.iowa.gov/sites/default/files/470-5170.pdf?121920222118
Step 2: Complete the form.	Complete form and be sure to sign the application.	
Step 3: Mark on the application what waiver you would like to be considered for in the Appendix A section.	There are seven (7) HCBS waiver programs in. Be sure you know which one covers the services you or your loved one needs. Read more about the waivers on the HHS website.	https://dhs.iowa.gov/ime/members/medicaid-a-to-z/hcbs/waivers
Step 4: Return form to HHS.	Return form to a local HHS office, email it to imaginingcenter4@dhs.state.ia.us or fax it to 515-564-4016.	
Step 5: Wait	It can take up to 45 days to process an application.	
Step 6: Respond to requests for information (RFIs).	If you receive RFIs in the mail respond to HHS with the requested information by the given due date to ensure your application is processed.	
Step 7: Receive Notice of Action	You will receive a Notice of Action in the mail when your application has been processed letting you know the outcome of your application.	