

CWP Annual Recertification Process

Annual recertifications should be submitted at least 30 days prior to the current certification expiration date. Recertification documents include: Wavier Certification form, Performance on areas of Major Life Activity form, copy of the current IPOS, and update the DHS49 tab in the WSA.

Waiver Certification:

- Upload as Other (Document Type) under the Documents tab. We will add Annual Certification document type soon.
- Make sure form is completed
- Designate as Annual Recertification
- Category of Care level Determination is indicated (1,2,3, or 4)
- All signatures secured

Performance on Areas of Major Life Activity:

- Upload as Other (Document Type) under the Documents tab
- Make sure form is completed
- All areas rated (0-4)
- Complete the 2 descriptive questions

IPOS:

- Upload as Other (Document Type) under the Documents tab
- All services and supports must be included in the IPOS
- The IPOS must be reviewed, approved and signed by the family and clinician
- Health, habilitative and active treatment services must be included in the plan

DHS49:

- DHS49 tab must be up to date (less than one year old).

DHS49A:

- MDHHS will update this tab annually for all CWP recipients with non-lifetime designations