



## ACTIVITY 1:

# Identifying HCBS waiver recipients

**INSTRUCTIONS:** Referrals can come to VRS/SSB from a number of different people (e.g., the person, family member, waiver case manager, waiver employment service provider, etc.) and a number of different ways (e.g., phone call, email, referral form). Regardless of who makes the referral or how the referral is made, VRS/SSB staff should identify when the person needing VRS/SSB services is on a HCBS waiver.

For each scenario below, describe how you would determine whether the person is receiving HCBS waiver services:

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**1. A waiver case manager or waiver employment service provider emails a request to VRS/SSB to initiate the application process for a person they're working with. How would you determine if the person is receiving waiver services?**

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**2. A person or their family member calls requesting VRS/SSB services. How would you determine if the person is receiving waiver services?**

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**3. A waiver case manager or employment provider faxes you an E1MN Common Referral Form (see [Sam's Common Referral Form](#) for example). How would you determine if the person is receiving waiver services?**