



# Initial Funding Letter Fact Sheet

## I've received my funding letter...now what?

1. You will need to work with your case manager to complete any additional or outstanding Division of Healthcare Financing (Division) requests prior to your individualized plan of care (IPC) start date (i.e., updated psychological evaluation, questions on financial eligibility, etc.).
2. Your case manager will meet with you and your legally authorized representative (LAR) (if applicable) to discuss your support needs and preferences regarding your waiver services.
3. Your case manager will share the most current [Comprehensive and Supports Waiver Service Index](#) and help you identify services to meet your support needs.
4. You and your LAR will select your identified services.
5. You and your LAR are expected to contact and interview providers. The provider list can be found by visiting the DD website ([health.wyo.gov/healthcarefin/dd](http://health.wyo.gov/healthcarefin/dd)). Select the *Searchable Provider List* link located on the home page. You and your LAR will notify your case manager of the providers you have chosen. If you need help with this process, contact your case manager.
6. Your case manager will schedule an initial plan of care team meeting. Team members include you, your LAR, your case manager, your selected providers, and anyone else you would like to attend, including family members, friends, and other people who are important to you.
7. At your plan of care meeting, you and your team will discuss things that are important to you, such as your goals for the future and your support and supervision needs. As a reminder, all services need to be provided within the individual budget amount identified in the funding letter, and services must be sufficient to last the entire plan year.
8. Your case manager will write your IPC and submit it to the Division for review. Your case manager will provide you and your LAR with a copy of your IPC after it has been reviewed.
9. Your case manager will be expected to train your providers on your IPC and supply each with a copy of the IPC.
10. Based upon your IPC start date, you may now begin receiving waiver services. You will also be eligible for Wyoming Medicaid if you were not previously eligible for that program.
11. You or your LAR may change your services and providers throughout the plan year if your needs change or your provider is unable to deliver services when and how you need them. Your case manager will schedule a team meeting, modify the IPC, and submit the modification for review.