



Conflict Free Case Management Confirmation

1. Case managers shall not serve participants to whom they are related by blood or marriage within the third-degree. Relationship “within the third-degree” includes spouse, parent, mother-in-law, father-in-law, step-parent, children, son-in-law, daughter-in-law, step-child, step-sibling, siblings, brother-in-law, sister-in-law, grandparent, grandchild, uncle, aunt, niece, nephew, great-grandchild, and great-grandparent.
2. Case managers shall not serve participants if they are related to the participant’s guardian or legal representative within the third degree.
3. Case managers shall not be authorized to make financial or health-related decisions on behalf of the participant, including but not limited to serving as a participant’s guardian, representative payee, power of attorney, conservator or other similar position.
4. Case managers shall not live in the same residence as the participant for whom they provide case management services, nor live in the same residence of any provider on their participant’s plan.
5. Case management agencies shall not provide services to a participant if any owner, operator, or managing employee is related to the participant within the third degree.
6. Case management agencies shall not hire individual case managers to provide services that would conflict with this policy if the individual case manager provided those services on an independent basis.
7. The case management agency and any managing employee shall not own, operate, be employed by, or have a financial interest in or a financial relationship with any other waiver service provider if that interest or relationship would create or be a conflict of interest.
8. A case manager or case management agency may be certified in other waiver services, but shall not provide case management services to any participant for whom they are providing any other waiver services, including self-directed services.

NOTE: Participants residing in rural areas may request a waiver of this requirement if there are no other available case management providers. The Division, the proposed case manager, and the participant will work with a third party to review and determine that there are no other available case management providers.

9. An employee of a guardianship agency shall not provide case management to any participant who is receiving any services from the guardianship agency.

I will not provide services that involve a conflict of interest unless permitted to do so by the Division. I agree that, as a conflict free case manager, my documentation of this service shall be completed in EMWS as required by the Division. Clicking “submit” is considered my electronic signature, and documentation shall not be rolled back to me for alterations without Division approval and verification that I have not billed for these services. Once submitted for payment, documentation shall not be altered.

Provider’s Name (please print)

Provider’s Signature

Date