

# CCW Transition Setup Expenses Request Worksheet



**Individual's Name:**

**Submission Date:**

**Nursing Home Discharge Date:**

## Description of Expenses:

Please explain the need for the coordination and purchase of one-time, non-recurring expenses necessary for the participant to establish a basic household in the community. This information must be included in the participant's service plan.

## Additional Documentation:

The case manager must include quotes, invoices, or other documentation that justifies each expense, dated within the last 180 days, with the submission of the request.

*\* The Transition Setup Expenses service is not considered complete, and cannot be claimed until the first day the participant has transitioned from the nursing facility and is an active CCW participant. Expenses cannot exceed \$2,500 per participant, unless otherwise authorized by the Division.*

*\*\* By federal law (42 CFR §433 Subpart D, §433.138, and 433.139), third parties that are responsible for payment of services must be identified. The CCW is considered the payer of last resort. The case manager attests that no other insurer or program, such as the Department of Workforce Services or Division of Vocational Rehabilitation, Department of Education, Medicaid State Plan, Medicare, Division of Aging, state and federal grants, private insurers, or other available programs, is responsible for the cost or part of the cost of the services outlined on this form.*

**Individual signature:** \_\_\_\_\_

**Printed name of case manager:** \_\_\_\_\_

**Case manager signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

➤ *Transition Setup expenses are one-time, non-recurring expenses necessary for a participant to establish a basic household, and support the participant to transition from an extended nursing facility placement to a community living arrangement. The following expenses will be denied:*

- *Items available under Medicaid State Plan or Early Periodic Screening, Diagnosis, and Treatment (EPSDT)*
- *Room and board expenses, such as rent, mortgage expenses, ongoing food costs, or regular utility or telephone charges*
- *Items that are intended for purely diversional, recreational, or entertainment purposes*
- *Computers and computer equipment, including the CPU, hard drives, and printers*
- *Markups on equipment or service*