



**AGENCY OF HUMAN SERVICES**

Department of Disabilities, Aging and Independent Living  
Division of Disability and Aging Services  
Choices for Care Program  
103 South Main St., Weeks 2  
Waterbury, VT 05671-1601

TO: Home Health Agency Moderate Needs Program Providers  
Adult Day Services Moderate Needs Program Providers

FROM: Megan Tierney-Ward, Aging and Disabilities Program Manager

DATE: September 6, 2012

RE: Wait List Procedures

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Attached you will find a revised Moderate Needs wait list form. **Please start using this form immediately.**

The purpose for revising the form is to:

1. Simplify information needed by DAIL;
2. Clarify the deadline for sending the report to DAIL by the 15<sup>th</sup> of the following month; and to
3. Clarify that you are to list only those people who are still waiting for funding on the last day of the reporting month.

It is very important that DAIL receive your wait list information on time and with accurate information. The list is our tool to evaluate the program status including funding allocation needs. Therefore, DAIL will initiate an automatic “friendly reminder” email each month, reminding you to submit your wait list form.

If you have not already sent your wait lists through July, please do so. Your August report is due by September 15<sup>th</sup>.

Finally, please make sure that every person listed on your wait list form is still actually waiting for funding. This should be accomplished by communicating periodically with people on your list be sure they are still in need of your services.

If you have the ability to email your list to Trudy Thomas at [trudy.thomas@state.vt.us](mailto:trudy.thomas@state.vt.us), that is the preferred method. Otherwise, you may fax the form to 871-3052. Please note that if you do not have a wait list for Moderate Needs services, you may either send the form with a zero (0) count or email Trudy by the 15<sup>th</sup> of each month letting her know.

Thank you very much for your continued hard work.