

# North Carolina Medicaid Special Bulletin

An Information Service of the  
Division of Medical Assistance

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**October 2016**

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**Attention:**

**Community Alternatives Program for Children (Cap/C)  
Case Management Agencies**

**CAP/C 1915(c) Home and Community-Based  
Services (HCBS) Waiver**

*Providers are responsible for informing their billing agency of information in this bulletin.  
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The N.C. Division of Medical Assistance (DMA) implemented a temporary statewide waitlist for Community Alternatives Program for Children (CAP/C) on Aug. 15, 2016. Individuals applying for CAP/C services on or after Aug. 15, 2016 are being placed on a statewide waitlist if all of the referral criteria are met.

Upon the review of a CAP/C referral, the parent or legal guardian will be mailed a notice of approval or denial with instruction on the next steps. Once the statewide waitlist is lifted, the parent or legal guardian will be notified by mail on how to complete the next steps of the CAP/C eligibility process. Instructions will be provided to the CAP providers as well.

Individuals who applied for CAP/C services prior to Aug. 15, 2016 will receive a letter of notice with specific instructions. The instructions in the letter should be carefully reviewed and followed as it is unique to the individual addressed in the letter. These notice letters will be mailed after Oct. 4, 2016.

To ensure effective management of the CAP/C statewide waitlist, on Oct. 31, 2016 the CAP/C referral form will be replaced with a service request form ([see example](#)). This form will capture important health information pertaining to the eligibility requirement of medically-complex beneficiaries. Beginning on Oct. 31, 2016, all requests for CAP/C services must be completed using the service request form. Referral submitted on the old form will be returned to the submitter. CAP case management agencies and providers will be provided training on how to complete the service request form starting the week of Oct. 17, 2016. Instructions will be provided on the DMA website on how to register for a training session.

**Case Management agencies must communicate this bulletin to parents or legal guardians of a CAP/C beneficiaries/individuals interested in CAP/C, CAP providers, discharge planners and other referral agents in their community before Friday Oct. 14, 2016.**

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