



**SENIOR & LONG TERM CARE DIVISION  
COMMUNITY SERVICES BUREAU**

<b>HOME AND COMMUNITY BASED WAIVER Policy Manual</b>	<b>Section: SERVICES</b>
	<b>Subject: Member Responsibilities for a Service Animal</b>

**MEMBER  
RESPONSIBILITIES  
FOR A  
SERVICE ANIMAL**

**The member must be an active member of the Home and Community Based Waiver Program.**

The member responsibilities include:

1. The plan of care must include a request for a service animal.
2. Obtain a recommendation or assessment from a physician, occupational therapist or physical therapist which indicates the member’s ability to benefit from a service animal.
3. Sign Service Animal Stewardship Agreement, DPHHS-SLTC-147. Refer to 899-23 for form.
4. Obtain the list of Medicaid Enrolled Service Animal Trainers and Organizations from the Case Management Team.
5. Contact a minimum of 2 training organizations for a bid on a service animal.
6. Case Management Team (CMT) will submit documentation to Regional Program Officer (RPO) which includes a minimum of two bids and the recommendation by health care professional.
7. Select training organization(s) and inform the Case Management Team.
8. Obtain and complete and submit any required training organization applications.
9. Complete training process required by the selected training organization.

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10. Successfully pass evaluation with the service animal as required by the training organization.
11. Meet all follow-up requirements of the training organization.
12. Report any problems with the service animal to the Case Management Team.