

1915(c) Waiver Appendix K
COVID-19 Prepopulated Template Instructions

The Centers for Medicare & Medicaid (CMS) developed the Appendix K to help states accelerate changes to their 1915(c) home and community-based services waiver operations or to request emergency amendments. To support the specific types of flexibilities that states are asking for during the COVID-19 pandemic, CMS has designed an Appendix K template addendum that has been pre-populated with commonly requested and relevant program changes.

NOTE: For more detailed information about each Section of the Appendix K template, you can also refer to the detailed [Appendix K Instructions](#).

Appendix K-1: General Information

- Complete Fields lettered A through C.
NOTE: Multiple Waiver Titles and Control Numbers can be listed in a single Appendix K. Include all waivers in your state that you wish to include in the request.
- For Fields lettered D through I, the prepopulated answers will meet CMS Requirements. States are encouraged to modify only if there is a critical need to do so.

Appendix K-2: Temporary or Emergency-Specific Amendment to Approved Waiver

- Before completing this section, review and complete the COVID-19 Addendum below it.
- This section is only needed if your state requires flexibilities not already granted in the COVID-19 Addendum.
- If you identify needs beyond what is covered in the Addendum, complete the relevant portions of this section using the detailed [Appendix K Instructions](#).
- Examples of additional flexibilities that States may consider:
 - The state could add in-home supports as a service, modify provider requirements to allow for family members to be paid to render services, and a family member living in a setting that is quarantined can deliver services to the individual who has COVID-19.
 - The state could add retainer payments to habilitation day programs and continue funding when closure is necessary to prevent the spread of COVID-19 or the state could add an electronic method of service delivery for the day program allowing for services to continue to be provided remotely in the home setting.
 - The state could increase a service rate to solicit a larger pool of providers, compensate for additional risk, compensate for additional qualifications/trainings, and/or to pay for more intensive services.

Appendix K Addendum: COVID-19 Pandemic Response

- CMCS has prepopulated this section based on common needs that States have identified during their response to the COVID-19 Pandemic.
- States may uncheck any boxes for flexibilities that they feel are not needed in their State.

- Any prepopulated fields will meet CMS Requirements. States are encouraged to modify only if there is a critical need to do so.
- Complete any text boxes associated with boxes that remain checked.

Contact Persons

- Complete as appropriate.

Authorizing Signature

- Complete as appropriate.
- NOTE: CMCS will accept legal electronic signatures.

Section A---Services to be Added/Modified During an Emergency

- Complete for all services that are added or modified in any of the following:
 - K-2, b, i
 - K-2, b, iii
 - Addendum, 2, b through d