

Process to transfer a case from NYSoH to DSS/HRA

(from the [Benefit Development Resource Toolkit](#))

Moves from NYSoH to Local District

Transitions can be made by contacting the NYS Department of Health Transition Team at hxfacility@health.ny.gov, and providing the following information:

- Person's Name
- DOB
- CIN
- Account or case number
- Type of waiver service(s)
- HCBS Waiver documentation

The HCBS Waiver documentation can be a notice of decision or letter of introduction from the FBEAM or written notice from DDRO that the person is an HCBS waiver applicant requesting specific services and has a completed HCBS waiver application on file pending Medicaid approval.