

Replacement Capacity Instructions

The process for requesting **replacement waiver capacity** via email or fax, on the attached form, will continue until a web-based application process is implemented. Requests for additional replacement waiver capacity should be directed to waivercapacity-support@odmrdd.state.oh.us or faxed to (614) 644-0501.

As set forth in the attached form, the request for replacement waiver capacity shall:

- Indicate authorization from the superintendent or COG director
- State the name of the person(s) for whom the replacement waiver capacity is being requested
- State the name of the person(s) who have disenrolled from the waiver, allowing the initiation of the replacement capacity request

Please note as part of the replacement waiver process, counties must update their PICT queue to reflect the replacement capacity being allocated to the person(s) at the top of their PICT queue.