



Children's Waiver  
Environmental/Vehicle Modification and Assistive/Adaptive Technology  
**Pre-Project Evaluation Frequently Asked Questions**

**Q:** Why was the *Pre-Project Evaluation Payment Request Form* created?

**A:** The *Pre-Project Evaluation Payment Request Form* was created to expedite payment to pre-project evaluators. Evaluators should not have to wait for payment until the project is completed.

**Q:** If I submit the *Pre-Project Evaluation Payment Request Form*, do I still need to submit a *Description and Cost Projection Form*?

**A:** Yes, the *Description and Cost Projection Form* is always required for EMod/VMod/AT requests. The *Pre-Project Evaluation Payment Request Form* can be submitted prior to or along with the *Description and Cost Projection Form*.

**Q:** How do I know if a pre-project evaluation is required for an EMod/VMod/AT project?

**A:** A pre-project evaluation should be completed when the proposed project impacts the integrity of the environment's structure and/or its surroundings. A pre-project evaluation should also be completed when the proposed project is technical in nature, requiring the input from a specialist or expert in the content area (i.e. a VMod that requires alterations made to mechanical aspects of a vehicle).

**Q:** What happens if a pre-project evaluation is completed, but then the family decides that they are unable to follow through with the project? Is the County responsible for the cost of the pre-project evaluation?

**A:** The cost of a pre-project evaluation is covered under the HCBS Children's Waiver regardless of project outcome. If a project has been withdrawn, the HHCM/C-YES should notify the LDSS and indicate the reason for withdrawal. A *Description and Cost Projection Form* and a *Final Cost Form* along with necessary documentation will be required if payment has been requested. If all required documentation is submitted, NYSDOH will provide funding for pre-project evaluations.

**Q:** Where can I send questions about the EMod/VMod/AT request process?

**A:** The EMod/VMod/AT review unit is available to assist. Please send questions to [EModVModAT@health.ny.gov](mailto:EModVModAT@health.ny.gov).

**Additional guidance can be found on the Children's Waiver webpage [here](#).**