

Department of Social Services  
Alternate Care Unit

Memorandum

To: Access Agencies for the Connecticut Home Care Program; Assisted Living facilities; Alternate Care Unit staff

From: Tyler Nardine, Public Assistance Consultant

Date: September 25, 2013

Re: Changes to application processing effective 10/1/13

CC: Kathy Bruni, Alternate care Manager  
Kate McEvoy, Associate Director of Medical Administration

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Effective 10/1/13, Medicaid applications for home care will be processed outside of the ConneCT system. Four offices will handle intake processing for their catchment area (their office and two other regional offices). Applications should be submitted directly to the *intake office* handling the town where the client resides. Please do not direct any applications to the DSS Scanning Center after this date. The assignment and contact information is as follows:

<b>Intake Office</b>	<b>RegionsCovered</b>	<b>Phone Numbers</b>
<b>Hartford</b> 3580 Main St Hartford, Ct 06120	<b>Hartford</b> <b>Willimantic</b> <b>Manchester</b>	<b>860 723-1441</b>
<b>Waterbury</b> 249 Thomaston Ave Waterbury, Ct 06702	<b>Waterbury</b> <b>Torrington</b> <b>New Britain</b>	<b>203-597-4008</b>
<b>New Haven</b> 50 Humphrey St New Haven, Ct 06513	<b>New Haven</b> <b>Middletown</b> <b>Norwich</b>	Brenda James: <b>203-974-8172</b> Leonard Marcello: <b>203-974-8163</b> Fax: <b>203-974-8005</b>
<b>Bridgeport</b> 925 Housatonic Ave. Bridgeport, Ct 06606	<b>Bridgeport</b> <b>Danbury</b> <b>Stamford</b>	<b>203-551-3015</b>

The convalescent staff in the remaining offices will process redeterminations. **Please continue mailing (no faxing please) all redeterminations to:**

**DSS Scanning Center**  
**PO Box 1320**  
**Manchester CT, 06045-9968**

Please direct any questions or concerns you may have regarding this change to me at 860 424-5994 or [elizabeth.nardine@ct.gov](mailto:elizabeth.nardine@ct.gov). Thank you for your cooperation.