**Request for Waiver of Options Counseling Applicant Eligibility Criteria**

**To be completed by AAA**

Per service standards, all Options Counselors shall have:

* BSW with 2 years’ work-related experience or
* MSW with 1-year work-related experience or
* bachelor’s degree in a relevant Human Services field with 3 years’ experience in providing support to individuals needing Long Term Services and Supports (LTSS) or
* master’s degree in a relevant Human Services field with 2 years’ experience in providing support to individuals needing LTSS or
* bachelor’s or master’s degree in a non-Human Services field with 5 years’ experience in providing support to individuals needing LTSS

An individual who does not meet the above education and/or work experience criteria can request a waiver.

**Name of Individual:**

**Name of Agency:**

**Waiver is requested because: (check one)**

Does not meet educational criteria

Does not meet work experience criteria

Does not meet both educational and work experience criteria

**Waiver Documentation: (check one)**

All required waiver documentation attached (Letter from applicant requesting waiver that includes justification for the request, letter of recommendation from applicant’s supervisor, and a completed Options Counseling Initial Application for Certification.

Required waiver documentation is incomplete.

**Documentation has been reviewed and waiver is  Approved  Denied**

**State reason if denied:**

**AAA signature:** **Date:**

Send all documentation and this form to: [Jan.Moxley@dhhs.nc.gov](mailto:Jan.Moxley@dhhs.nc.gov)

**For DAAS Use**

Documentation has been reviewed and waiver is  Approved  Denied

State reason if denied:

**DAAS signature:** **Date:**