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GAVIN NEWSOM  
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**Office of AIDS**

**All Project Directors' Letter No. 23-03**

**Medi-Cal Waiver Program**

**April 24, 2023**

**SUBJECT: WAIVER AGENCY CASE MANAGEMENT TEAM TO PARTICIPANT RATIO**

**Purpose**

This All Project Directors' Letter (APDL) provides information to Medi-Cal Waiver Program (MCWP) agencies regarding MCWP case management team caseload requirements.

**New Policy**

Effective January 1, 2023, the caseload requirements were removed from the [2023-2027 MCWP waiver](#) and will now be monitored through CDPH contracts with MCWP agencies. The MCWP agency case management team (one full-time equivalent nurse case manager and one full-time equivalent social work case manager) can now serve up to 55 participants (previous staffing ratio was 25-40 participants). The expansion of staff-participant ratio is not mandatory for MCWP agencies who do not wish to expand due to current limitations. This expansion provides additional staffing flexibilities, which means caseload ratio exemptions will no longer be required. The MCWP agency 2022-2025 contracts will be amended at a future date to reflect this modification.

**Contact**

If you have questions regarding this notice, please contact the MCWP Program at (916) 449-5881 or [email MCWP](mailto:email MCWP@cdph.ca.gov) at [cdphmcwp@cdph.ca.gov](mailto:cdphmcwp@cdph.ca.gov).



**APDL 23-03**

Sincerely,

**Kaye Pulupa**

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