

4. The request must be received by DDD no later than mid-way through the service funding period. A later request must include circumstances justifying it as an emergency.

EXCEPTION

In order to exceed the \$900 limit, or in a situation where the family requests an item not on the list (“other”), the following must be considered by the regional administrator:

1. The request must address how the purchase will replace or reduce ongoing expenditures by the department; for example, the need for respite care in the future will be replaced or reduced and the amount of the replacement or reduction will be a part of the request.
2. If other family members will use a purchased item, DDD will discuss with the family the proportion of use by the family member with a developmental disability and negotiate with the family the amount DDD will contribute according to that proportion.
3. The service need level will be reviewed if it appears from the request that the risk of out-of-home placement is reduced.

PROCEDURES

SUPERSESSON

Approved: /s/ Norm Davis

Date: 11/22/1996

Director, Division of Developmental Disabilities