



Shawnee County  
Community Developmental Disabilities Organization  
"Your resource for connecting our community"

## TARC POLICY MANUAL – CDDO SECTION

<b>Subject: Funding Requests</b> <b>Effective Date: 05-01-03</b>	<b>Reviewed: 08-24-09</b>	<b>Policy No: 06-034</b>
<b>Revised: 05-15-06, 08-24-09</b>	<b>Forms: 06-013.001 Funding Request</b>	

**POLICY:** *The Shawnee County Community Developmental Disability Organization (CDDO) will process Funding Requests as provided through Targeted Case Management providers.*

### GUIDELINES:

1. Funding Requests form 06-013.001 are to be submitted by the person’s Targeted Case Manager (TCM) or by the CDDO Representative if Case Management was not chosen and signed by the individual or guardian.
2. The Funding Request will be submitted with a BASIS III to the CDDO Funding Coordinator.
3. After reviewing the Funding Request and BASIS III for accuracy, the Funding Request will be presented to the CDDO Funding Committee.
4. If funding is approved:
  - a. The original Funding Request with the written approval and signature of the CDDO Funding Coordinator will be sent to the Targeted Case Manager/CDDO Representative within 5 business days.
  - b. A copy of the request will be maintained in the CDDO files.
  - c. The CDDO Funding Coordinator will forward the BASIS III to the BASIS Information Specialist (BIS) for input into the state BASIS system
5. If funding is denied, the original Funding Request with the written denial and signature of the CDDO Funding Coordinator will be sent to the Targeted Case Manager/CDDO Representative within 5 business days. A copy of the request will be maintained in the CDDO files.
  - a. If funding is approved and there is no funding available the individual requesting services will be added to BASIS as requesting the service pursuant to SRS guidelines.
  - b. The original Funding Request will be checked “added to the waiting list” and signed by the CDDO Funding Coordinator then forwarded to the Targeted Case Manager.
  - c. A copy of the request will be maintained in the CDDO files.
  - d. The CDDO Funding Coordinator will forward the BASIS III to the BIS.
  - e. The CDDO Funding Coordinator will add the individual to the local Funding Services Access Waiting List (FSAL).