



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

## TARC POLICY MANUAL – CDDO SECTION

<b>Subject: Local Funding Service Access Waiting List</b> <b>Effective Date: 05-01-03</b>	<b>Reviewed: 08-24-09, 08-26-10, 08-29-11</b>	<b>Policy No: 06-042</b>
<b>Revised: 05-15-06; 08-18-08, 08-29-11</b>	<b>Forms: 06-013.001 Funding Request,</b>	

**POLICY:** *The Shawnee County Community Developmental Disability Organization (CDDO) will maintain the local Funding Service Access Waiting (FSAL) list for Shawnee County and remove individuals waiting for services when SRS allocates funds to do so.*

### GUIDELINES:

1. It is the responsibility of the CDDO to maintain the local FSAL.
2. Funding Requests (06-013.001) approved by the CDDO Funding Committee will be added to the local FSAL when there is no funding available.
3. On an annual basis the local FSAL will be checked for accuracy.
4. An individual who has been added to the FSAL for services will be contacted in chronological order according to date applied on the Funding Request as funding allows. An individual will not receive contact if the requested date of service for BASIS has not passed. Access to services will be pursuant to SRS guidelines for local waiting list removal.
5. For an individual who has been notified of their eligibility to access services for which they applied and declines access, the Shawnee County CDDO will process the FSAL per SRS/CDDO contract.
6. An individual who has been notified of their eligibility to access services for which they have applied and declines will be ineligible for grant funding. The Shawnee County CDDO will process per SRS contract.