



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

Subject: Local Funding Service Access Waiting List
Effective Date: 05-01-03

Policy No: 06-042

Revised: 05-15-06; 08-18-08, 08-29-11,
08-27-12, 09-08-14, 09-28-16, 11-06-17,
09-19-19, 10-08-24

Forms: [06-034.001 Funding Request](#)

Reviewed: 08-24-09,
08-26-10, 08-29-11, 08-27-12, 09-08-14,
09-28-16, 11-06-17, 10-15-18, 11-30-20,
10-24-22, 10-16-23

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 the State of Kansas allocates funds to do so.*

GUIDELINES:

1. It is the responsibility of the CDDO to maintain the local FSAL.
2. State Aid Funded Services are available to persons who are not eligible for HCBS and/or Medicaid at the time a Funding Request ([06-034.001](#)) is submitted to the CDDO. Funding Requests for State Aid Funded Services approved by the CDDO Funding Team 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, with priority given to those who remain ineligible for HCBS at the time of offer. An individual will not receive contact if the requested date of service has not passed.
5. When an individual who has been notified of their eligibility to access services for which they applied declines access, the CDDO will remove them from the local waiting list for the declined service.