

Application for Services

Purpose *To ensure ASC has a consistent service application process.*

Policy Statement *All communication with applicants/guardians/families will be conducted in a professional, sensitive, and supportive manner. A contact person will be identified and follow-up will occur within acceptable timelines.*

Binder(s):	Adult Services, Family Support Services					Page:	1 of 1
Section(s):	Entry/Exit	A	93-12-15	R/R	94-12-21	R	96-06-14
Program Area(s):	Adult Disability, Family Support Disability	R/R	98-06-03	R/R	02-05-08	R/R	April 14, 2005
		R/R	Mar 6/08	R/R	Sept 27/12	R	Apr 4/18

Application for Services

1. The Coordinator receiving the initial information will complete the initial contact form.
2. The Coordinator is responsible to discuss the request for services. All inquires will be handled in a sensitive manner, and in an environment that ensures confidentiality.
3. The initial contact sheet and any other information received will constitute the beginning of a pending file.
4. The information package will be available to all interested persons.
5. If discussions with the Applicant/Guardian/Family determine that ASC is not an appropriate service option, the Coordinator will attempt to direct them to an alternative resource whenever possible.
6. If discussions with the Applicant/Guardian/Family determine that ASC is an appropriate service option, the Coordinator will forward an Application Package.
7. The Coordinator will review the completed Application Package prior to presenting information at a Placement Committee meeting.
8. The Coordinator will schedule a Placement Committee meeting to review the application for services. (Refer to Placement Committee Policy and Procedure).
9. The Coordinator will communicate all decisions and recommendations by the Placement Committee in writing to the Applicant/Guardian/Family and/or referral source, within 14 days.
10. Funding confirmation must be received prior to the commencement of services.
11. Upon receipt of funding confirmation the Referral and/or Services Area Coordinator will complete the Checklist for Accounting form and forward for filing and processing.

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