



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

<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, 08-27-12, 09-08-14, 09-28-16, 11-06-17</b>	<b>Policy No: 06-042</b>
<b>Revised: 05-15-06; 08-18-08, 08-29-11, 08-27-12, 09-08-14, 09.28.16, 11-06-17</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 the State of Kansas 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) for State Aid Funded Services 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 has not passed. Access to services will be pursuant to the State of Kansas 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 CDDO will remove them from as requesting/the service(s) from the local waiting list.