



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

Subject: Funding Requests Effective Date: 05-01-03		Policy No: 06-034
Revised: 05-15-06, 08-24-09, 08-26-10, 08-22-11, 03-19-12, 09-08-14, 09-28-16, 11-06-1, 11-15-18	Forms: 06-034.001 Funding Request 06-020 Dispute Resolution	
Reviewed: 08-24-09, 08-26-10, 08-26-10, 08-22-11, 08-27-12, 09-08-14, 09-28-16, 11-06-17, 10-15-18, 08-29-19, 11-30-20, 10-24-22		

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

GUIDELINES:

1. A Funding Request form ([06-034.001](#)) is to be submitted by the person's Targeted Case Manager (TCM) or by the CDDO Representative if Case Management is not chosen and signed by the individual or guardian.
2. The Funding Request will be submitted to the CDDO Funding Coordinator and an updated Functional Assessment will be completed, if necessary. After reviewing the Funding Request for accuracy, it will be presented to the CDDO Funding Committee.
3. If funding is approved:
 - a. Notification of approval from the CDDO Funding Coordinator will be sent to the Targeted Case Manager or CDDO Representative within five (5) business days.
 - b. A copy of the request will be maintained in the CDDO files.
4. If funding is denied:
 - a. Notification of denial from the CDDO Funding Coordinator will be sent to the Targeted Case Manager or CDDO Representative and a copy to the person along with a copy of the Dispute Resolution policy [06-020](#), procedures within five (5) business days.
 - b. A copy of the request will be maintained in the CDDO files.
5. If funding is approved and there is no funding available for the individual requesting services:
 - a. The original Funding Request will be checked "added to the waiting list" and signed by the CDDO Funding Coordinator then uploaded into Basic Consumer Information (BCI) and will be maintained in the CDDO files
 - b. The Funding Request will be forwarded to KDADS if requesting HCBS access.
6. The case manager is required to review any services the person is waiting for annually and update information as needed.
 - a. During the annual Person-Centered Support Plan (PCSP) meeting, the case manager will review the type of funding the individual is shown as waiting for in KAMIS, and document in the PCSP that services have been reviewed.
 - b. If additions or changes to services requested are needed, an updated Funding Request ([06-034.001](#)) should be completed and forwarded to the CDDO Funding Coordinator.

- c. If requesting a State Aid funded service, the CDDO Funding Coordinator will add the individual to the local Funding Services Access Waiting List (FSAL).