

Advocates for Developmental Disabilities

CRITERIA FOR INDIVIDUAL NEEDS FUNDS

A REQUEST MUST MEET THE FOLLOWING CRITERIA:

1. The applicant must have a developmental disability, including but not limited to, medically fragile, mentally challenged, cerebral palsy, epilepsy, autism or a physical handicap.
2. **The request is made when no other resources are available such as DD waiver, TBI, CADI or CAC waivers, Family Support Grant, or Consumer Support Grant. Please check with your case worker before making a request.**

REQUESTS ARE MADE FOR THE FOLLOWING ITEMS/PROGRAMS:

1. Recreation or leisure programs
2. Adaptive/Safety equipment for personal use
3. Work related expenses (uniform, transportation, etc.)
4. Educational or vocational classes, trainings, or resources
5. Other

A REQUEST SHOULD FOLLOW THIS PROCESS:

1. Requests must be submitted at least two (2) weeks prior to the date funds are needed. (Emergency requests will be reviewed by the Director and a member of the Executive Committee.)
2. Each application will be reviewed by the Director and a member of the Executive Committee to maintain confidentiality.
3. Applicant is responsible to pay 25% of the total request.
4. Whenever possible, payment for the request will be made out directly to the organization providing the service or item.
5. Receipts **MUST** accompany all request forms when purchases have already been made.
6. **No request will be reviewed if forms are not completely and accurately filled out.**

ADDITIONAL CRITERIA FOR THERAPEUTIC RECREATION REQUESTS:

1. Requests for TR Programs should be submitted to the TR Coordinator.