DIVISION OF DEVELOPMENTAL DISABILITIES

Lista de solicitud para el Programa de Servicios para Individuos y Familias – No Eligible

Individual and Family Services Program Request List – Not Eligible

NOMBRE Y DIRECCIÓN DEL CLIENTE

NOMBRE Y DIRECCIÓN DEL REPRESENTANTE DEL CLIENTE

De acuerdo a nuestro registro, usted no cumple con los criterios de elegibilidad para los servicios ofrecidos por el Programa de Servicios para Individuos y Familias (IFSP, por sus siglas en inglés). Los criterios de elegibilidad se describen en WAC 388-832-0015 y WAC 388-832-0060 (copias adjuntas). Como no cumple con estos criterios, DDD debe quitar su nombre de la Lista de solicitud IFSP.

Si cree que sí cumple con la elegibilidad para el Programa de Servicios para Individuos y Familias de acuerdo a los WAC mencionados anteriormente, por favor hable con el encargado de su caso antes de la fecha _____ . Si no habla con el encargado de su caso para esta fecha, DDD dará por sentado que no le interesa recibir los servicios ofrecidos a través de este programa y quitará su nombre de la Lista de solicitud IFSP.

Atentamente,

ENCARGADO DE RECURSOS DEL CASO

NÚMERO DE TELÉFONO

DIRECCIÓN DE CORREO ELECTRÓNICO

Adjuntos: 1. Texto de WAC 388-832-0015 y WAC 388-832-0060(2)
2. Folleto DSHS 22-038

(FOR DSHS USE ONLY)

Instructions For the Individual and Family Services Program Request List Removal Letter – Not Eligible

When is this form letter used?

This form letter is used to notify the client and the NSA client representative his/her name will be removed from the IFSP Request List when it has been determined the client is not eligible for the IFS Program.

Who will complete this form letter?

The Case Manager (CM) will complete this form letter. The CM will include the date the letter was mailed to the client and the NSA, sign the letter, and include their telephone/e-mail contact information.

Who will be sending this form letter?

The Case Manager will mail this letter to the client and the NSA.

What is sent with this form letter?

The Case Manager will print and include the full text of both WACs and the IFSP Brochure. (See "Enclosures" at the bottom of the form letter).

What happens if the client or the NSA does not contact the Case Manager by the date specified in the letter?

If the client or the NSA does not contact the case manager by the specified date, the client will be removed from the IFSP Request List.

How does the Case Manager determine the specific end date for the client to respond?

The date at the top of the letter is the date the Case Manager mailed the letter. The specified end date for the client to respond is ten (10) calendar days from the date the letter was mailed.

What happens if the client or the NSA contacts the Case Manager by the date specified in the letter to dispute the decision of "not eligible" for IFSP?

Unless there is new information that verifies eligibility, the client's name will be removed from the IFSP Request List.

Does the Case Manager need to send a Planned Action Notice in order to remove the client from the IFSP Request List?

- If the client and NSA received a Denial PAN when the request for IFSP services was first made then no new PAN is needed. The client already received the right to appeal the denial of the service.

OR

- If the Denial PAN for the request of IFSP services was never given to the client and the NSA the Case Manager must send a Denial PAN for IFSP. The form letter is only for the purpose of notifying the client his/her name will be removed from the Request List.

Where does the Case Manager file a copy of this IFSP Request List removal letter?

This is an official department notice. A copy of the letter is placed in the legal section of the client's case file.