DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)

បញ្ជីស្នើសុំកម្មវិធីសេវាបម្រើបុគ្គល និងគ្រួសារ – គ្មានការឆ្លើយតប

Individual and Family Services Program Request List – No Response

ឈ្មោះ និងអាសយដ្ឋានរបស់អតិថិជន

ឈ្មោះ និងអាសយដ្ឋានរបស់អ្នកតំណាងអតិថិជន

ការស្នើសុំចុះឈ្មោះរបស់អ្នក ដែលគេបានចុះក្នុងស្នើសុំកម្មវិធីសេវាបម្រើបុគ្គល និងគ្រួសារ (Individual and Family Services Program (IFSP) Request List) នោះ ត្រូវបានគេដាក់បញ្ចូលទៅក្នុងឃ្លាំងទិន្នន័យនៃបញ្ជីស្នើសុំទាំងរដ្ឋកាលពី _____ ។

នៅពេលនេះ អ្នកត្រូវបានគេរកឃើញថា ត្រូវបានគេវាយតម្លៃមើលសម្រាប់កម្មវិធីសេវាបម្រើបុគ្គល និងគ្រួសារ។ នាយកដ្ឋានគ្រប់គ្រងជនពិការពីកំណើត-ក្មេងវ័យ (Division of Developmental Disabilities – DDD) បានព្យាយាមទាក់ទងទៅអ្នកកាលពី _____ ហើយនិងកាលពី _____ , ប៉ុន្តែយើងមិនបានទទួលសេចក្តីឆ្លើយតបអ្វីមួយពីអ្នកសោះ។

ប្រសិនបើបច្ចុប្បន្ននេះអ្នកមានបំណងចង់ទទួលសេវាកម្មពីកម្មនានាវិធីសេវាបម្រើបុគ្គល និងគ្រួសារ, នោះសូមទាក់ទងជាមួយនាយកគ្រប់គ្រងសំណុំរឿង (Case Manager) របស់អ្នក ឲ្យទាន់ _____ ។

អ្នកត្រូវតែទាក់ទងជាមួយនាយដ្ឋាន DDD ឲ្យទាន់កាលបរិច្ឆេទខាងលើ ដើម្បីឲ្យគេអាចកំណត់មើលលក្ខណសម្បត្តិសម្រាប់កម្មវិធី IFSP។ បើពុំនោះទេ, ឈ្មោះរបស់អ្នកនឹងត្រូវគេដកចេញពីបញ្ជីស្នើសុំរបស់កម្មវិធី IFSP នេះហើយ។

ដោយសេចក្តីស្មោះត្រង់,

នាយកគ្រប់គ្រងធនធានសំណុំរឿង	លេខទូរស័ព្ទ	អាសយដ្ឋានអ៊ីម៉ែល

ឯកសារភ្ជាប់ ៖ ខិត្តប័ណ DSHS 22-038

FOR DSHS USE ONLY

Instructions For the Individual and Family Services Program Request List Removal Letter – No Response

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 there has been no response to the DDD Case Manager regarding the opportunity to receive the IFS Program.

Who will complete this form letter?

The Case Manager will complete this form letter after two documented attempts have been made to contact the client and the NSA and there has been no response. The two dates when you attempted to contact the client and the NSA must be included in the letter. You must also include the date this letter is mailed to the client and the NSA. You document your attempts to contact them in the client's SER. The Case Manager must sign the letter and include their telephone and e-mail contact information.

Who will be sending this form letter?

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

What is sent with this form letter?

The Case Manager will include the full text of the IFSP Brochure. (See "Enclosure" 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?

If the Case Manager is contacted by the client or the NSA before the date specified for removal from the IFSP Request List, the Case Manager will proceed with assessing the client's eligibility to be offered the ISF Program.

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 the 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 IFSP 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.