

CRITERIA FOR INDIVIDUAL NEEDS FUND

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 Waivers, Grants, Medical Assistance, Private Insurance, etc. 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. Each application will be reviewed only by the Director and Individual Needs Committee to maintain confidentiality.
2. Applicant is responsible to pay 25% of the total request.
3. Whenever possible, payment for the request will be made out directly to the organization providing the service or item.
4. Receipts **MUST** accompany all request forms when purchases have already been made.
5. If the request is denied, the applicant will be notified.
6. **There will be a cap of \$200.00 for each individual per year, as funding permits.**