

## **SUBSIDIZED SPECIAL EXPENSE APPROVAL FORM FOR ADOPTION/GUARDIANSHIP INSTRUCTIONS**

The special expense approval form (CD-315) is used when an expense is above the ordinary and requires review of documentation supporting the need or when there are circumstances surrounding the request that are not standard practice. The form is designed to take the place of the e-mail approvals that were previously required in these situations. CD-315 should be completed by the subsidy worker and sent to their regional approver (determined by your region) along with required documentation that supports the request.

**Checkboxes** are provided to indicate what needs review and approval. Check all boxes that apply. For example, if you are requesting an 18+ agreement for medical need, you have a valid reason to make the begin date retroactive, and medical equipment over \$10,000 is requested you will need to mark three boxes and provide an explanation and documentation for each request. This list is not all inclusive you may need to use the other checkbox when there is a situation that is not listed. When in doubt please ask. Also, remember there are exceptions to the retroactive start date requirement – Legal extensions, SMAS extensions and ASRT extensions did not previously require approval and do not require a CD-315.

Complete the **Date, Child's name, DCN, and Subsidy Worker Name.**

The worker should provide a thorough description why review is needed in the **circumstances surrounding the need field**. Please make sure all text is visible (the size of the text will auto adjust to allow up to 11 lines of text however, you may use an additional sheet if needed). **Do not** simply state the family is requesting \_\_\_\_\_. For example: If it is a retroactive start date explain why it was not completed timely. If it is state funds only request explain why the subsidy was not completed prior to the finalization. If it is an 18+ indicate that the family is pursuing adult services (Medicaid, adult guardianship, disability). Remember this form is to take the place of e-mails so include the information you would have sent in an e-mail request here.

Complete the **date/time frames and details** you are asking to be approved.

Send the CD-315 to the regional approver along with any required documentation. The regional approval must be from a Circuit Manager, Field Support Manager, or the Regional Director as determined by your region. The regional approver will complete the review of the documentation and either mark the **approved or denied checkbox**. They will apply their signature, print or type their name and title in the **approved by field** and add any comments they needed regarding the approval or why the request was denied in the **comments field** provided below the signature field and return the form and documentation to the subsidy worker.

Some services/situations require regional approval only, while others require both regional approval and **Central Office approval**. Requests that require Central Office approval should be forwarded to the **subsidy PDS once the regional review/approval is completed by the subsidy worker. The PDS ensure the request is reviewed by the appropriate CO staff** and will return the form to the subsidy worker once reviewed and approved and signed (including title) in the **Central Office Authorization Field**.

The CD-315 will be required as documentation when the subsidy contract is submitted to Central Office for approval.