

## **Subsidized Special Expense Approval Form For Adoption/Guardianship**

When a special expense is requested, the subsidy worker shall obtain the required documentation according to policy. A request for approval will then be submitted to **circuit manager, field support manager, or regional director** as determined by your region. Once approved, if Central Office authorization is required, please submit this completed and signed form with required documentation to the subsidy PDS for a review and determination based on policy and regulations. Once all required approval signatures are obtained, submit completed and signed form with the subsidy to your regional subsidy liaison.

**Check all boxes corresponding to the service(s) to be reviewed and requiring approval:**

### **Regional Approval Only:**

18+ agreement for medical, mental health or dental need

*Extensions of expired* services with a retroactive start date\*  
(\*NRLG, SMAS and ASRT excluded)

Additional respite hours over the maximum allowed

Medical equipment under \$10,000

Day Treatment - Preschool(DTRP) or School Age(DTRS):  
Consult CTS catalog

Personal Assistance - Behavioral(PASB) or Medical  
(PASM): Consult CTS catalog

### **Also Requires Central Office Approval:**

*Initial approvals* with a retroactive start date  
(ASRT excluded)

State funds subsidy (If child was IV-E Eligible  
during AC)

Orthodontist

Legal over the cap amount

Medical equipment \$10,000 or over

Other (i.e.: service not covered by Medicaid)

**DATE:**

**CHILDS NAME:**

**DCN:**

**SUBSIDY WORKER NAME:**

The circumstances surrounding the need are as follows:

The dates/time frame and details of the above service are:

### **REGIONAL APPROVAL:**

The request has been reviewed and has been approved or denied

Signature: \_\_\_\_\_ Name/Title: \_\_\_\_\_

Comments:

### **CENTRAL OFFICE AUTHORIZATION (if required):**

This request has been reviewed and has been approved or denied

Signature: \_\_\_\_\_ Name/Title: \_\_\_\_\_

Comments:

*A copy of this form shall be kept in the file along with supporting documentation.*