



Thurston/Mason County Developmental Disabilities Request for Additional Service Hours



PROCESS

1. Additional hours requests can only be made for clients receiving employment services.
2. As soon as additional support needs are identified, the provider submits a completed Additional Hours Request Form to DDFunding@co.thurston.wa.us and cc's the client's case resource manager.
3. The request should include a detailed explanation for the request and service need, address why DVR funding may or may not be available and identify what type of hours are needed.
4. Once a decision is made, the county or client's case resource manager will send notification to the provider. If you do not receive an update and the billing cycle end is approaching, contact the county to ensure that you have accurate information regarding the request.

SHORT-TERM (ST)

Used to address a short-term support need if DVR funds cannot be accessed. Some examples could be if a client has been employed but is facing new barriers or challenges, there is a safety concern on an existing job site or additional supervision or training is needed to assist the client in being successful in their job.

Requests should be submitted at least two weeks prior to the end of the month. For example, if you are requesting additional hours for September, the request should be submitted by no later than September 15th.

Requests are available for up to six months. If the full six months will not be needed, request for a shorter timeframe are always acceptable.

EXCEPTION TO THE RULE (ETR)

Used to address an on-going support need. Some examples could be one-on-one job training, safety concerns, working multiple jobs where support is needed at all job sites or line of site supervision.

Requests can be made after two previous ST requests have been approved and completed and there is a clear indication that the client consistently needs additional support.

Requests can be submitted on an annual basis. If an ETR is needed, the request should be submitted prior to the annual assessment being completed. This will allow the request to be submitted to DDA and approved as part of the approved hours for the plan year. For example, the client's annual ISP date is 9/30/21, the ETR request should be submitted by the first week of September.

ADD-ON

Used when a client's assessed hours are not adequate to accommodate the monthly support needs to accomplish employment goals. These hours fall with-in the client's regular assessed hours' timeframe.