THURSTON - MASON COUNTY DEVELOPMENTAL DISABILITIES GUIDELINE:
Request for Additional Service Hours

Service hours and costs shall not exceed allocation levels documented in each individual’s annual DDA Individual Support Plan (ISP), initial County Service Authorization, and subsequent allocation adjustment documents issued by the County. Request for Additional Service Hours shall be submitted and approved prior to providing services that would exceed such allocation levels.

Allocation Assumptions
Established allocation amounts and maximum service hours are assumed to be sufficient to support service outcomes documented in each individual’s ISP and County Individual Work Plan (IWP). If an individual’s allocation and maximum service hours are determined to be insufficient to meet current or anticipated support needs, the agency should explore alternate funding resources and work with the support team, including County staff and the DDA case manager. The agency will work with the County and DDA Case Manager to establish the availability of additional service hours and funding prior to developing or accepting an employment opportunity that may require a DDA/County allocation and service level greater than authorized.

Submitting the Request for Additional Service Hours
• Initial Contact: Agencies should contact the DDA case manager and County staff as soon as possible, once the need for a service level increase is known.
• Funding Services: The agency will work with the client and investigate alternative funding prior to requesting an increase in funding. County staff is available to assist the agency when needed. If non-county resources are used to provide services to a client with an ADSA ID number, the service should be reported to the County via the Thurston/Mason County Status Change Form.
• Request for Additional Service Hours: If alternative funding is not available or insufficient to meet the anticipated needs, the agency will continue to work with DDA case management, County staff, and use the Request for Additional Service Hours to formally communicate the need. Once complete, the form is sent to the County. The County will review the Request for Additional Service Hours and work with DDA to obtain formal support for additional service hours.
• Confirmation: Once the County receives confirmation of the approved service hours increase, the Request for Additional Service Hours will be completed by the County and e-mailed to the agency. The agency will let the client know that the service change has been supported, as well as retain a copy for records.