

CLASS Adaptive Aid Request for:

Tasks in **BOLD** are up to you

List date completed

1) Tell your Case Manager about the item you are requesting.	
2) It is the Case Manager's role to know what funding sources cover each item. They will document you request and other funding sources that need to be accessed prior to starting the request with CLASS. What funding sources do you need to pursue?	
3) Pursue the item through the other funding source until you can provide a denial to your Case Manager. <ul style="list-style-type: none"> Private insurance must be accessed if you are insured. Documentation of a phone call with the representative's name, ID#, and the date of call can be provided as a denial. Medicaid covers some items for individuals under 21 years only. Other items require an exceptional circumstances process be used to request them. Your STARKids or STAR+PLUS MCO Service Coordinator is to help you through this process. 	
4) Fill out Form 3660 Part A, and give both Form 3660 + denial of other funding source coverage to your Case Manager to start the CLASS AA request.	
5) Your Case Manager will complete Form 3660 Part B with: <ul style="list-style-type: none"> Information about non-coverage by other sources Documenting that this item falls into a category in Appendix I of the CLASS Provider Manual. and forward it to your DSA.	
6) Your DSAs must arrange for the appropriate professional listed next to the item in Appendix I to complete Form 3660 Part C. <ul style="list-style-type: none"> ✳ If you do not already have access to the appropriate professional to complete Form 3660 Part C, funds for an evaluation can be added to your CLASS Budget. ✳ If requested items estimated cost is over \$500, funds for appropriate professional to complete Form 3849-A Specifications can be added to your CLASS Budget. If either of these additions are needed, these additional steps will occur:	
a) DSA will request funds for professional eval and/or specs be added to your budget. b) Your Case Manager will complete the budget change, send it to you to sign. c) Return the signed budget to your case manager. d) Your Case Manager will submit the budget and it will be effective in 30 days. e) Once the budget is approved, your DSA will contract with professionals to complete the needed forms. *Tip: On the effective date of this budget change, email the DSA.	Date budget change signed: Effective date of budget change: Date of appointments for eval and/or specs:
7) For purchases over \$500, a) Your DSA will send Form 3849-A for you to sign to signify agreement with the specifications. b) Return the signed Form 3849-A to your DSA. c) Your DSA must obtain comparable bids for the requested adaptive aid from three vendors. *Tip: After returning the specs, follow up with DSA on bids every 2 weeks.	Date you received specs to review:
8) Your DSA will complete Form 3660 Part D, bid(s), (and Form 3849-A if needed) and send a request to your Case Manager to add funds to CLASS budget.	
9) Your Case Manager will complete the budget change and send it to you to sign.	Date budget change signed;
10) Return the signed budget to your case manager.	
11) Your Case Manager will submit the budget and it will be effective in 30 days.	Effective date of budget change:
12) Your DSA can confirm the funds are available and order the item. *Tip: On the effective date of this budget change, email the DSA	