

CLASS Vehicle Lift request – using funds from 2 IPC years

*Tasks in **BOLD** are up to you*

List date completed

1) Tell your Case Manager you would like to request a new Vehicle Lift.	
2) Your Case Manager will give provide a <u>deadline</u> based on your CLASS renewal dates. <ul style="list-style-type: none"> For funds to be used from your current budget year, Steps 1-11 must be completed 33+ days prior to the end of your current budget. 	Deadline for Steps 1-11:
3) Fill out Form 3660 Part A and give Form 3660 to your Case Manager to start the CLASS Vehicle Lift request.	
4) Your Case Manager will complete Form 3660 Part B with and forward it to your DSA.	
5) Find a vehicle that meets one of these criteria: <ul style="list-style-type: none"> a) Vehicle less than 5 years & less than 50,000 miles; or b) Vehicle inspected by a certified ASE automotive technician who completes HHSC Form 2432 Vehicle Evaluation 	
6) Send the vehicle specifications to your DSA – year, make, model, mileage, and Form 2432 if needed. If you have communicated with a specific Vehicle Lift vendor, also provide DSA with: <ul style="list-style-type: none"> a) Vehicle lift make and model you are requesting b) Quote for vehicle lift (if available) c) Vendor contact (should be listed on the quote) 	
7) Your DSA 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"> For Vehicle lifts, this can be your doctor, OT, or PT. Be sure to provide DSA with the contact info for the professional they should contact. 	
8) Your DSA must also get Form 3849-A completed by the vehicle lift vendor for the lift you are requesting.	
<ul style="list-style-type: none"> 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. <p>*Tip: After returning the specs, follow up with DSA on bids every 2 weeks.</p>	Date you returned specs to DSA:
9) Your DSA will complete Form 3660 Part D, bid(s), and Form 3849-A and send a request to your Case Manager to add funds to current CLASS budget & upcoming renewal CLASS budget.	Date budget change signed;
10) Your Case Manager will complete the budget change and send it to you to sign.	
11) Return the signed budget to your case manager.	Effective date of budget change:
12) Your Case Manager will submit the budget and it will be effective in 30 days.	
13) Your DSA can confirm the funds are available and send authorization to the vehicle lift vendor.	