



County Social Services Exception to Policy Form

An Exception to Policy may be considered in cases where an individual is significantly adversely affected by the regional eligibility policy.

Individual's Name: \_\_\_\_\_ CSN Client ID: \_\_\_\_\_

Name of person completing ETP: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone # of person completing ETP: \_\_\_\_\_ Email: \_\_\_\_\_

Please list the current services the individual is receiving:

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What is the policy for which the exception is being requested?

- General Eligibility:** is at least 18 (if a child, custodial parent is a resident of the region, child lives in Iowa, and has a diagnosis of SED), is a resident of the region, is a US citizen or here legally.
- Financial Eligibility:** gross income for an adult: =< 150% the current Federal Poverty Guidelines; adjusted gross income for a child's family: =< 500% the current Federal Poverty Guidelines (with a cost share when above 150%). An adult individual must have countable resources =< \$2,000 for a single-person household or =< \$3,000 for multi-person household
- Diagnostic Eligibility:** adult individual must have MI or ID diagnosis (DD and BI if funds are available and in ASBP); child with diagnosis of SED.
- CSS Internal Funding Policy:** Which one? \_\_\_\_\_

Please BRIEFLY document why you believe the exception should be granted:

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What is the plan to no longer need ETP funding?

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Criteria used in determining whether or not an exception is granted include:

- Documented need for the service
- Need cannot be met through other community resources
- Justification of the extenuating circumstances
- Exception is a fiscally sound decision for the region

Please complete this form in its entirety and e-mail, along with a copy of the Funding Denial NOD, to Raina Kellogg (rkellogg@countysocialservices.org). The CEO will render a decision within ten (10) business days.