Washington State Department of Social & Health Services
Transforming lives

DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)

# ລາຍຊື່ຄຳຮ້ອງສຳລັບການບໍຣິການສ່ວນບຸກຄົນ ແລະ ຄອບຄົວ - ບໍ່ມີຄຳຕອບ

# Individual and Family Services Program Request List – No Response

ຊື່ ແລະ ທີ່ຢູ່ຂອງລູກຄ້າ

ຊື່ ແລະ ທີ່ຢູ່ຂອງຜູ້ຕາງຫນ້າຂອງລູກຄ້າ

ຄຳຮ້ອງຂໍຈົດຊື່ຂອງທ່ານທີ່ຈະຖືກຈັດໃສ່ໃນລາຍຊື່ຄຳຮ້ອງສຳລັບການບໍຣິການສ່ວນບຸກຄົນ ແລະ ຄອບຄົວ (IFSP) ໄດ້ຖືກຕີເຂົ້າໃສ່ໃນບັນທຶກຂໍ ມູນຂອງ
ລາຍຊື່ຄຳຮ້ອງທົ່ວປະເທດໃນວັນທີ _____ .

ໃນເວລານີ້ທ່ານໄດ້ຖືກຂຶ້ນບັນຊີໃຫ້ຖືກຕີຣາຄາເບິ່ງສຳລັບໂຄງການບໍຣິການສ່ວນບຸກຄົນ ແລະ ຄອບຄົວ. ຜະແນກກ່ຽວກັບຄວາມເສັຽອົງຄະດ້ານການ ຈະເຣີນເຕີບໂຕໄດ້ພະຍາຍາມທີ່ຈະຕິດຕໍ່ໄປຫາທ່ານໃນວັນທີ _____ ແລະໃນວັນທີ _____ , ແຕ່ວ່າພວກເຮົາບໍ່ໄດ້ຮັບຄຳຕອບຈາກທ່ານ.

ຖ້າຫາກວ່າທ່ານຍັງສົນໃຈຢູ່ໃນປັດຈຸບັນນີ້ໃນການຮັບເອົາການບໍຣິການຈາກໂຄງການບໍຣິການສຳລັບສ່ວນບຸກຄົນ ແລະ ຄອບຄົວ, ກະຣຸນາຕິດຕໍ່ໄປ ຫາຜູ້ຈັດການເອກສານຂອງທ່ານກ່ອນ _____ .

ທ່ານຕ້ອງຕິດຕໍ່ໄປຫາຜະແນກ DDD ກ່ອນວັນທີຢູ່ຂ້າງເທິງນີ້ເພື່ອຈະຖືກພິຈາຣະນາສຳລັບໂຄງການ IFS. ບໍ່ດັ່ງນັ້ນ, ຊື່ຂອງທ່ານຈະຖືກຕັດອອກ ຈາກລາຍຊື່ຄຳຮ້ອງຂອງ IFSP.

ດ້ວຍຄວາມຮັກແພງ,

| ____ | ____ | ____ |
|---|---|---|
| ຜູ້ຈັດການຊ່ວຍເຫລືອເອກສານ | ເລກໂທຣະສັບ | ທີ່ຢູ່ອີເມລ์ |

ຕິດຄັດມານຳ: ປຶ້ມຄູ່ມື DSHS 22-038

## FOR DSHS USE ONLY

**Instructions For the Individual and Family Services Program Request List Removal Letter – No Response**

**When is this form letter used?**

This form letter is used to notify the client and the NSA client representative his/her name will be removed from the IFSP Request List when there has been no response to the DDD Case Manager regarding the opportunity to receive the IFS Program.

**Who will complete this form letter?**

The Case Manager will complete this form letter after two documented attempts have been made to contact the client and the NSA and there has been no response. The two dates when you attempted to contact the client and the NSA must be included in the letter. You must also include the date this letter is mailed to the client and the NSA. You document your attempts to contact them in the client's SER. The Case Manager must sign the letter and include their telephone and e-mail contact information.

**Who will be sending this form letter?**

The Case Manager will mail this letter to the client and the NSA contact.

**What is sent with this form letter?**

The Case Manager will include the full text of the IFSP Brochure. (See "Enclosure" at the bottom of the form letter).

**What happens if the client or the NSA does not contact the Case Manager by the date specified in the letter?**

If the client or the NSA does not contact the case manager by the specified date, the client will be removed from the IFSP Request List.

**How does the Case Manager determine the specific end date for the client to respond?**

The date at the top of the letter is the date the Case Manager mailed the letter. The specified end date for the client to respond is ten (10) calendar days from the date the letter was mailed.

**What happens if the client or the NSA contacts the Case Manager by the date specified in the letter?**

If the Case Manager is contacted by the client or the NSA before the date specified for removal from the IFSP Request List, the Case Manager will proceed with assessing the client's eligibility to be offered the ISF Program.

**Does the Case Manager need to send a Planned Action Notice in order to remove the client from the IFSP Request List?**

- If the client and the NSA received a Denial PAN when the request for IFSP services was first made then no new PAN is needed. The client already received the right to appeal the denial of the service.

**OR**

- If the Denial PAN for the request of IFSP services was never given to the client and the NSA the Case Manager must send a Denial PAN for IFSP. The form letter is only for the purpose of notifying the client his/her name will be removed from the IFSP Request List.

**Where does the Case Manager file a copy of this IFSP Request List removal letter?**

This is an official department notice. A copy of the letter is placed in the legal section of the client's case file.