

Request for Approval Form:

Individual's Name who qualifies for services from Fairfield DD:

Describe the good/service intended for purchase: Include number of units to be ordered, item number, catalog number, unit Prices, item description, etc.:

Check to see if other sources are available before completing this form (i.e. insurance provider, Medicaid, local churches, Lions Club, Kiwanis, other local agencies, etc.)

How will this item/service promote growth, independence, and address the needs of the person? A licensed professional must validate items such as educational tools, specialized diets, adaptive equipment, environmental modifications, assistive technology, and similar supports. The item (s) should align with the individual's delay (s) or disabilities, desired outcomes, and the Individual Service Plan (ISP). Please provide an explanation on the items/services being requested and attach supporting documentation.

Cost of Requested Items/Services:

Cost \$ _____

Shipping and Handling \$ _____ (if applicable)

Taxes \$ _____ (if applicable)

Total Cost for Payment \$ _____

Where should payment be issued?

Family Reimbursement Store or Company

Pay to the order of: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email: _____

I understand that this is a request for assistance and that in order for it to be approved, the service must be deemed necessary and appropriate for the family and that funding must be available.

Parent/Guardian Name

Parent/Guardian Signature

Send this completed form to Fairfield DD Family Support Services by October 15 for review and approval. You will receive an email from familysupport@fairfieldddd.com within 10 business days informing you that the request is approved and you can move forward with the intended purchase. When submitting receipts/invoices, please ensure that the invoice/receipt has only the items intended for purchase listed.

For internal use only:

_____ Approved

_____ Denied

_____ Date

_____ Allocation Amount Approved

Notes:
