

## **Extraordinary Funding Notification Form Instructions**

### **Section 1:**

**Date Completed:** This should be the date that the CDDO makes its final determination as to the persons' eligibility for extraordinary funding.

**Fiscal Year:** Enter the fiscal year for which extraordinary funding access is being determined.

**CDDO Area:** Enter the CDDO area where the consumer receives services.

**Review Conducted By:** Enter the name of the primary CDDO staff person responsible for the extraordinary funding review.

**Phone Number:** Enter the phone number for the person named in the "Review Conducted by" field.

**Consumer Name:** Enter the person's first and last name as they are entered in BASIS.

**Tier:** Enter the tier level assigned to the person.

**SSN:** Enter the social security number for the person.

**EF tool Assigned Level:** Enter the determined extraordinary funding level (as determined by the CDDO) for the person. This should be a number between 1 and 6.

**EF Approval Since:** Enter the date the person began receiving extraordinary funding. If the consumer has never had extraordinary funding enter "N/A". If the consumer had extraordinary funding at some previous point in time, then extraordinary funding was discontinued and subsequently renewed, enter the most recent start date of the extraordinary funding..

**Section 2: This section is to be completed for persons' for whom the CDDO has completed a review and approved CONTINUATION of extraordinary funding.**

**Service:** Indicate the specific HCBS-MR/DD service for which the person has been approved to receive extraordinary funding.

**Units Approved For Current FY:** Enter the number of units of service for which extraordinary funding is approved for the remainder of the current fiscal year.

**Difference Between EF Daily Rate and Regular Daily Rate:** Enter the dollar difference between the super-tier daily or individualized daily rate and the regular tiered rate.

**Total Additional Cost for Current FY:** Multiply the “Units Approved for Current FY” column by the “Difference Between EF Daily Rate and Regular Daily Rate” column.

**Total Additional Cost for Next FY (Annualized):** This column is calculated by taking the number in the “Difference Between EF Daily Rate and Regular Daily Rate” column and multiplying by 365 for Residential Services and/or multiplying by 260 for Day Services.

**Section 3: EF Statewide Waiting List:** This section is to be completed for persons’ who do not currently receive extraordinary funding but the CDDO has determined eligible for extraordinary funding for the future. Based on the date received by SRS-HCP/CSS, this person will then be put on the waiting list for access to extraordinary funding.

**Service:** Indicate the specific HCBS-MR/DD service for which the person has been approved to receive extraordinary funding.

**Units Approved For Current FY:** Enter the number of units of service for which extraordinary funding is approved for the remainder of the current fiscal year.

**Difference Between EF Daily Rate and Regular Daily Rate:** Enter the dollar difference between the super-tier daily or individualized daily rate and the regular tiered rate.

**Total Additional Cost for Current FY:** Multiply the “Units Approved for Current FY” column by the “Difference Between EF Daily Rate and Regular Daily Rate” column.

**Total Additional Cost for Next FY (Annualized):** This column is calculated by taking the number in the “Difference Between EF Daily Rate and Regular Daily Rate” column and multiplying by 365 for Residential Services and/or multiplying by 260 for Day Services.

**Section 4: Elimination of EF Costs:** Mark the one box next to the reason that most accurately describes why the person will no longer be accessing extraordinary funding.

**Service:** Indicate the specific HCBS-MR/DD service for which the person has been approved to receive extraordinary funding but will no longer be accessing the funding.

**Units Approved for Current FY Which Will Not Be Used:** Enter the number of units of service for which extraordinary funding is approved for the remainder of the current fiscal year.

**Difference Between EF Daily Rate and Regular Daily Rate:** Enter the dollar difference between the super-tier daily or individualized daily rate and the regular tiered rate.

**Total Funds Approved which will not be used in Current FY:** Multiply the “Units Approved for Current FY Which Will Not Be Used” column by the “Difference Between EF Daily Rate and Regular Daily Rate” column.

**Total Funds Approved Which Will Not Be Used Next FY (Annualized):** This column is calculated by taking the number in the “Difference Between EF Daily Rate and Regular Daily Rate” column and multiplying by 365 for Residential Services and/or multiplying by 260 for Day Services.