

Family Support Request Instructions

1. TCM will work with the family to fill out the request so the most current information is presented to Funding Committee.
2. Complete demographic information and amount requested.
3. Justification for Request – provide sufficient information and details as to why the requested item is a need.
4. Other Resources – Family Support allocations should be a last resort, be sure to include all other attempts to meet the current need. MCO recommendations must be included. If there are other waiver services, include the current supports. For example, an individual receiving SED waiver services would include details about the services/supports which they are receiving and when those supports are offered.
5. Request of item/support – provide details of the item/support requested and rank in priority. Total funding requested on this page should equal amount requested on page 1.
6. Support Schedule – Supportive home care, general childcare or respite allocations will be managed on a month to month basis. To ensure accurate allocations please select one month at a time and fill in for the schedule for requested supports for each month that is requested. Schedules must include a start and stop time and location where the support will occur.
7. If requesting for camp, in-service for schools days and holidays, ensure that the days/times are clear.
8. Family Schedule – this schedule will include ALL household members and should be as detailed as possible. The more information provided will assist in making more informed decisions.
9. Income – this includes all household members. Income provided is before taxes (GROSS) please include accurate income along with documentation of each income source listed. Be sure to include a statement about the exception to the Sliding Fee Scale, if necessary.
10. Complete provider information
11. Sign and Date the form
12. Send to Fundingrequests@sedgwick.gov with supporting documentation (See Family Support guide).
13. For additional assistance see Family Support Request Example for Jane Doe.