



**STATE SUPPORTED LIVING SERVICES  
ALLOCATION PROCESS  
FISCAL YEAR 2011-2012**

Consumer Name: \_\_\_\_\_  
2011-2012 Allocation Amount: \_\_\_\_\_  
Previous Year's Allocation Amount: \_\_\_\_\_

For the 2011-2012 fiscal year (July 1, 2011 through June 30, 2012), funds for the State Adult Supported Living Service Plans will be allocated by IMAGINE! as follows:

1. State SLS funding experienced a decrease of 4.5% during the 2010-2011 Fiscal Year. This decrease has continued into the 2011-2012 Fiscal Year. As a result, the allocations for the 2011-2012 are based on the 2010-2011 base allocation amounts (not including any additional requests) less 4.5%.
2. Allocations are based on a fiscal year (July 1-June 30), and not on an individual's IP year. If the individual's IP occurs mid-fiscal year, the allocation amount for the fiscal year will remain the same. If services or rates change due to changes in an individuals' IP, the case manager can submit an additional request for funding to the Allocation Committee.
3. Funds not used in the month planned, will roll over into following months and will remain a part of the plan until spent by the individual on approved services. Unspent money from one fiscal year can not be rolled over into another fiscal year.
4. All services and items in the SLS Funding plan must be documented in the Service Plan (IP) as being needed by the individual. If services have not been documented in the Service Plan, an amendment to the Service Plan will need to be completed before the service or item can be funded. The SLS State Case Manager will be responsible for amending both the Funding plan and the Service Plan.
5. All SLS Service and Funding plans are written by your SLS State Case Manager. If there are questions regarding the allocation amount, the services on the Service or Funding plan, or Funding plan expenditures, contact the case manager.
6. The amount of funding is not guaranteed. Amounts are subject to change with limited notice based on actions from the State.
7. Payment for services authorized in the Service Plan may not exceed the amounts authorized with the service provider. If additional services are provided at the request of the individual or family without prior authorization by IMAGINE!, payment for those services will become the responsibility of the individual or family, and not SLS.

The IMAGINE! Allocation Committee meets regularly to review a variety of items including, but not limited to, emergency requests for additional funding, approval of funding plans for individuals who are newly enrolling in SLS, and the overall utilization of the funds allocated to the SLS program. Any requests for additional funding will be submitted by the Case Manager to the Allocation Committee for review. While there is a contingency fund set aside for emergencies and for new plans, approval of additional requests or new plans will depend on the availability of these funds. If an additional request can not be met due to lack of available funding, the individual can meet with the Case Manager to initiate an appeal process.

**Requests for plan additions to meet an emergency situation may be made at any time. An emergency would be defined as a situation which *immediately* jeopardizes the health and/or safety of the individual and for which there is no other available funding source.**

