



NEW BEGINNINGS ENTERPRISES, INC  
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION  
PROCEDURE

Page 1 of 2

Corresponding Policy Number: N/A

Regarding: Procedure for Mill Levy One Time Requests

Effective Date: 4.1.12

Revised Date:

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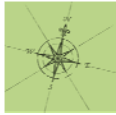
### **Mill Levy Funding Plan**

The purpose of this procedure is to identify the process for accessing an alternative funding option for individuals in need of one time funding requests. In order to qualify for this funding plan, individuals must be ineligible to receive the necessary item(s) through an alternative funding source.

#### Requirements:

- Item(s) requested should increase the health, independence, productivity, inclusion and/or integration of the person. I.e. communication devices, adaptive equipment, wheelchair modification, etc.
- Item(s) requested should not be readily available household items.
- Funding for item(s) will only be available one time. Adjustments, modification and repairs after the initial purchase will not be covered under this funding plan.

The funding committee will ensure that the requests submitted do not exceed the amount allocated for this fund. **All allocations are subject to the availability of funds and based on the order of request.**



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### **Procedure/Implementation**

Requests must meet all of the above requirements.

Coverage: Adults and children who have been determined eligible for Intellectual and Developmental Disability services and live within the NBE CDDO area.

Criteria: Person is unable to secure all or partial funding from an alternative funding source.. The funding committee will review requests on the approved forms: Needs Assessment (CDDO Form 022) and Funding Request (CDDO Form 023). Targeted Case Managers must have forms submitted to the funding committee in accordance with New Beginnings Enterprises, Inc. Procedure for Funding Committee. Documented efforts to secure alternative funding should be submitted with the Needs Assessment and Funding Request.

### **Payment**

Requests for funding must be presented to the CDDO by the 15<sup>th</sup> of the month to be considered that month.

Funding requests and direct billing information must be submitted to the Funding Committee. Payments will be made directly to the provider of the service or equipment.