

PRODUCTIVE LIVING BOARD
Supported Employment Request for Set-Aside Funds

Contact OPLS Staff prior to completing this form

Agency: _____
 Agency Contact: _____
 Email: _____

Project #: _____
 Date: _____
 Phone #: _____

Total number of units approved - agency allocation _____

Total number of units provided year-to-date as of _____
 (Date) _____

Projected number of units to be provided for the remainder of the fiscal year _____

Additional units requested _____ X unit rate \$ _____ = additional amount requested _____

Annualized units requested (total appropriated for FY plus total requested) _____

Total number of consumers served as of _____
 (Date) _____

Total # of additional units requested: _____

Please provide details below:

Consumers Name	Explanation of Request (Document the Need for Additional Units)			Retention Start Date	# of Additional Units Requested Per Month	# Number of Months Remaining in FY	Total Units Requested
	New Consumer	New Job	Change in Duties or Job				

(Attached additional pages if needed)

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I understand the appropriation for projects which do not utilize 95% of their allocation during the fiscal year will be reduced to reflect the actual utilization. I also understand the PLB will transfer the amount of any unused units back into the Supported Employment Set-Aside Fund at the close of the fiscal year.

Project Director Signature _____
Date

Project Director (print name)

Supervisor's Approval Signature _____
Date

FOR OPLS USE ONLY: _____

Contact with Agency:

Person: _____

Date/Time: _____

Comments: _____

OPLS Staff Recommendations:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Approved _____ Units | <input type="checkbox"/> Not Approved |
| <input type="checkbox"/> Approved _____ Units, with following conditions: | <input type="checkbox"/> Other |

Program Specialist Signature _____
Date

Director of Program Services and Quality Signature _____
Date

Agency Notified of Approval/Denied Yes Other Date: _____

Manager of Accounting _____
Date