

Productive Living Board In Home and/or Facility Based Residential Instructions for Consumer Support Extension Request

Extensions may be granted when the following circumstances apply:

- Serious illness and/or hospitalization of primary caregiver or consumer with a developmental disability, death of primary caregiver;
- Unforeseen family emergency that necessitates the primary caregiver's absence from the home;
- Temporary homelessness, where housing is denied to the individual with the disability;
- Circumstances that constitute an unforeseen, critical hardship on the family in caring for their family member with a developmental disability in the home and, in the absence of In-home and Facility Based Residential Support may be at risk of having to place this individual out of the home environment on a permanent basis.

Requests for extensions will be denied if the above noted criteria do not apply. Families whose support needs exceed the PLB's definition of In-home and Facility Based Residential Support or do not adequately budget their hours will be referred to their service coordinator for assistance.

1. Reason for the Request - Describe the extenuating circumstances that have caused the need for additional hours, the duration of the need, the current living situation and the family's plans to ameliorate the presenting problem

2. Provider Agency(s) Information - Answer "Yes" or "No" to three questions dealing with the provider agency(s) ability to provide the additional units.

3. Other Agency Contact - Provide the agency contact information

4. St. Louis Regional Center Service Coordinator - Provide the regional center contact information

5. Provide the hours used by the requesting agency and any additional agencies year to date, and the hours used in the 2 previous fiscal years.

6. Sign and date the form

7. Leave blank the section identified for "OPLS Use Only"

8. Please attach a letter of need for the additional hours requested
