



Department of Health and Human Services
Child and Family Services
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Update on Individual Planning Funds

Individual Planning Funds will be available July 1, 2012. An updated request form and instructions can be found on our website: <http://www.maine.gov/dhhs/ocfs/cbhs/forms.shtml>
Please review the instructions prior to submitting requests, to ensure the necessary documentation is included with the funding request.

For many years, Children's Behavioral Health has contracted with three community agencies to manage financial accounts and issue checks for services and supports purchased. All management of these funds will now be conducted through a single fiscal agent. That is the Department of Administrative and Financial Services (DAFS) through their Financial Service Center. We fully anticipate the process to be efficient and run as smoothly as it has previously.

Requests for recreational activities will be limited to \$150.00 per child and will only be authorized up to September 30, 2012. Due to reduced availability of funds, there are limitations on planning funds, thus recreational activities will not be able to be funded after October 1, 2012.

Individual Planning Funds (IPF) funds **must** be requested prior to a service. No funding will be approved retroactively.

If you have any questions please contact your district office.

It is important to note that there is no guarantee of approval. Parents/Guardians should wait for an approval from OCFS before making any commitments or expecting payment.

Thank you,
Doug Patrick
System Manager