



Department of Health and Human Services  
Child and Family Services  
35 Anthony Avenue  
11 State House Station  
Augusta, Maine 04333-0011  
Tel. (207) 624-8088; Fax (207) 624-5553  
Toll Free (800) 452-1926; TTY (800) 606-0215

As of July 1<sup>st</sup> 2011 all of Districts 3,4 &5 (Kennebec, Somerset, Knox, Waldo, Lincoln, Sagadahoc, Franklin, Oxford, & Androscoggin) individual planning funds for therapeutic recreation will be sent to Lynn Dorso at Children's Behavioral Health Services.

### **Guidelines for Individual Planning Funds for Therapeutic Recreation Funds**

- Child must be under the age of 18 (can continue up to age 20 with proof that child is still in school).
- Child must have a qualifying developmental disabilities/delays, intellectual disability (mental retardation), Autism Spectrum Disorders, and mental health disorders.
- Full diagnostic evaluation dated less than 3 years signed by a licensed professional and sent in with the individual planning fund form (formally the flex fund form).
- Child may not be in DHHS custody or in foster care.
- Activity must be relevant to the child's diagnosis and needs. Individual planning funds form (formally flex funds form) must be specific as to what long lasting skill the child will gain from activity to help with the child's current diagnosis.
- Each child may be approved for up to \$200 per fiscal year depending on the availability of funds.
  - Individual planning fund form (formally flex fund form) applications for activities with a start date that has already passed or an activity that is currently in progress will not be approved (**prior approval needed**).

The request should be on the state wide individual planning funds form (formally the flex fund form), which can be found on the website [www.maine.gov/dhhs/ocfs/cbhs](http://www.maine.gov/dhhs/ocfs/cbhs) accompanied by proof of diagnosis, W-9 form (if applicable) and registration form.

**\*Please note all other individual planning funds (formally flex funds) request remain the same\***

Send ***only*** therapeutic recreation fund request to:

DHHS/CBHS

Lynn Dorso

35 Anthony Ave SHS 11

Augusta, ME 04333

Or fax to 624-5242, but please call to let me know ahead of time when you fax it due to our fax machine gets very busy.

Feel free to call me with any questions at 624-5263.

Thanks you,

Lynn Dorso

**It is important to note that there is no guarantee of approval.**

**Parents should wait for an approval before expecting or counting on any payment for the activity.**