**Professional Services Funding Request Protocol**

Each fiscal year a limited amount of funding is available to meet the health and safety needs of individuals with an Intellectual Disability or Autism.

The following criteria must be met prior to submitting a request for funding:

1. The need must be identified in the Person Centered Plan (PCP) or other supporting documents.

2. The funds must be used to mitigate a clearly identified health or safety concern.

3. Other sources of funding must be explored and efforts to secure other funding documented.

4. The Case Manager must submit the request for funding using the Professional Services Request Form, along with supporting documentation.

5. Funds can be distributed only to approved vendors. Community Case Managers may contact their Liaison to get a copy of the most recent list of approved vendors.

**All Professional Services funding requires prior approval and is not guaranteed. Without prior approval invoices will not be paid.**

**Each vendor that is set up with the Professional Services Program has a yearly financial limit of $5000 which will not be exceeded.**

Below is the process for completion of a request for funding under the Professional Services process:

1. The Community Case Manager (CCM) obtains a quote from the vendor for the identified service that is needed.
2. The CCM completes the Professional Services Request Form which can be located : <https://www.maine.gov/dhhs/oads/providers/adults-with-intellectual-disability-and-autism>
3. The completed Professional Services Form and quote of services is submitted to the designated OADS Program Administrator (PA) for the region in which the individual resides.
4. The PA reviews the request in consideration of the quote, vendor and available funding and completes a Prior Authorization letter. This letter is sent back to the CCM for coordination of the service.
5. The CCM then coordinates with the vendor and individual to get services done and obtains an Invoice for the service.
6. The CCM then submits the Invoice and the Prior Authorization letter to the PA for payment processing.
7. Payment can take 4-6 weeks and is coordinated through the financial team at OADS. Questions can be directed to Lori Harding at [lori.harding@maine.gov](mailto:lori.harding@maine.gov)