

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0172 (SS)
Effective Date: 02-01-86
Person Responsible: Director of Service and Support Administration

Subject: Information and Referral
Last Revision: 08-15-2024

Approvals/Date: Scott Olson 8-19-24
Superintendent, WCBDD Date

Amy Brinker 8/15/24
Department Director/Coordinator Date

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| 1. Any individual, parents of a minor or guardian may contact Service and Support Administration regarding information and referral. |
| 2. Upon request, Service and Support Administration staff may provide information and referral without eligibility determination. |
| 3. Specific requests for Service and Support Administration or other services provided by the Wood County Board of Developmental Disabilities are subject to determination of eligibility. REQUESTS FOR CRISIS INTERVENTION ARE NOT SUBJECT TO PRIOR ELIGIBILITY DETERMINATION. ELIGIBILITY DETERMINATION IS CONCURRENT TO CRISIS INTERVENTION SERVICES. |
| 4. In the event that the individual, parents of a minor, or guardian request a specific service of the Board, including Service and Support Administration, the Service & Support Administrator will refer the individual to the Intake & Eligibility Specialist for eligibility determination, within two (2) working days of the receipt of the request. |
| 5. The Intake & Eligibility Specialist will log the referral on the Referral Log, immediately upon request for specific service. |

References: OAC 5123-4-01

Procedures: 02-ALL-ALL-0454

Forms: 03-ALL-ALL-0296
03-ALL-ALL-0297

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