

ADMINISTRATIVE POLICY

- 1 A funding source(s) for OPTIONS services will be identified for all supported persons prior to their placement with OPTIONS.
- 2 OPTIONS may elect to waive fees or provide scholarship funding at the sole discretion of OPTIONS and its Board of Directors.
- 3 OPTIONS must be notified immediately of any change in a supported person's funding source. If a funding source declares a supported persons ineligible for services, OPTIONS will notify the person, his/her conservator or guardian, and/or parent(s)/significant other(s) with applicable signed consents for release of information from the client that the client has 30 days in which to secure a new funding source or he/she will be discharged from the OPTIONS program providing services.

POLICY DATE: February 1996
REVISED: April 2004
REVISED: August 2007