



## **First Connections Division of Developmental Disabilities Services**

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October 28, 2016

TO: Part C Participants (Administrators, Providers, Service Coordinators)

### **RE: Process for Requesting Allocation Increase**

Part C providers are expected to manage their annual allocation so that they are able to serve families throughout the fiscal year by using Part C grant funds only as a payor of last resort when unable to bill Medicaid and/or private insurance. However, First Connections may accept and grant allocation increase requests from providers during a given fiscal year if special circumstances exist and there are federal grant funds available.

First Connections is fortunate to be able to offer providers the option to request an allocation increase for fiscal year 2017. Each request for an allocation increase must follow the process set out in the attachment and include a completed checklist, the form of which is also enclosed. Any request submitted that does not follow the process or does not include a completed checklist will be immediately rejected. Requests are to be submitted to:

Tracy Turner  
DHS: DDS –First Connections  
[Tracy.Turner@dhs.arkansas.gov](mailto:Tracy.Turner@dhs.arkansas.gov)

Upon receipt of a properly completed request, First Connections will review the requesting provider's current caseload in CDS to ensure compliance with First Connections Policies and Procedures. If First Connections determines that the requesting provider's current caseload is non-compliant in some manner, then the request will be returned to the requesting provider with an explanation of what needs to be completed and/or updated in order for the request to be considered. Once the requesting provider's current caseload is found to be in full compliance, First Connections staff will consider the request for allocation increase.

Priority will be given to allocation increase requests related to services in high need counties. A "high need" county is defined as: (1) **geographical area**: a county where families have limited access to early intervention in the child's natural environment as defined in IDEA, Part C; and (2) **discipline or professional area**: a county where families

have limited access to one or more specific early intervention services as defined in IDEA, Part C. Based on these criteria, the following counties *are not* identified as “high need” at this time:

Benton County  
Faulkner County  
River County  
Perry County  
Saline County  
White County

Conway County  
Garland County  
Lonoke County  
Pope County  
Sebastian County  
Woodruff County

Craighead County  
Jackson County Little  
Miller County  
Pulaski County  
Washington County  
Yell County

A self-study presentation has been included with this correspondence to assist providers in ensuring that IFSPs meet basic program requirements. Additional support guides are available on the following topics:

- Targeting and Retargeting goals
- Child & Family Assessment
- Family Goal on the IFSP
- Functional Goals and Objectives

To request a support guide, please contact Ravyn Hawkins by email at [Ravyn.Hawkins@dhs.arkansas.gov](mailto:Ravyn.Hawkins@dhs.arkansas.gov) listing the topic/s on which you need to receive an electronic copy.

Sincerely,



Thomas Tarpley, Chief Operating Officer  
Division of Developmental Disabilities Services  
[thomas.tarpley@dhs.arkansas.gov](mailto:thomas.tarpley@dhs.arkansas.gov)  
Phone: (501) 682-8668