

Ramsey County Consumer Directed Community Services (CDCS)
Addendum to the Community Support Plan

The following changes require only an email to the case manager for approval: (If you are making one of these changes, no form is needed.)

- Items on plans/addendums that were pended for more information. Send information needed to Case Mgr.
- Moving unallocated funds or funds between items/services that are already approved.
- Correction of Fiscal fees on an initial plan or renewal.
- Use of COLA increase for items/services already approved in the plan.

The following changes require case manager approval but require an addendum form. Please check the box/boxes that apply, and complete this form:

- ☐ Increasing PPOM wage up to the max. (\$26.68 w/PTO, \$27.92 w/o PTO)
- ☐ Increase to staff wages up to \$28.00. (Above will require supervisor review/approval)
- ☐ FMS agency or Support Planner switch
- ☐ Adding Transportation, Licensed services, or items/services in an emergency for health and safety.

All other changes require supervisor approval and an addendum form.

Complete the Form if indicated above

Client Name:	Date of Birth:
PMI #:	Case Manager and Agency:
Fiscal Intermediary:	Support Planner:
Addm. Completed by:	Waiver Span:

Please identify the changes that you wish to make to your plan and the reason for the change.

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Identify the outcome you expect from the change:

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What is the cost of the change?

What are the FMS fees?

Where will these dollars come from?

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Supervisor/Lead Agency Approval: _____ Date: _____

Participant/Guardian Signature: _____ Date: _____

or, if received form by email, check here that the guardian agrees with the change: ☐

Case Manager Signature: _____ Date: _____