

MANUAL MATERIAL TRANSMITTED					
MANUAL: INCOME MAINTENANCE			CHANGE NUMBER: 313		
DELETE			INSERT OR CHANGE		
PAGES	CHAPTER	DATED	PAGES	CHAPTER	DATED
20g - 20n	24	12/03	20g - 20n	24	01/04
OFA-R-1		2/03	DFA-R-1		11/03
DATE: January 1, 2004 TO: ALL INCOME MAINTENANCE MANUAL HOLDERS					

The purpose of this policy change is to establish an expiration date for all Pre-Employment Services Referrals (new DFA-R-1) and to establish procedures for insuring that duplication of referrals and/or services does not occur.

This change also obsoletes all previous versions of the Pre-Employment Services Project Referral (OFA-R-1 and OFS-R-1). The new form is the DFA-R-1, dated 11/03. Please destroy all other copies. This form was sent to print in November 2003 and should be available for ordering by the effective date of this change.

The white copy of the form is to be sent to OMCFH. Check the DFA-R-1 for the correct distribution of the color copies.

The date the Worker fills out the DFA-R-1 is the referral date. The referral expires one year from the referral date.

The DFA-R-1 has an entry for the balance remaining of the lifetime amount for dental services. Each time a client requires a new dental referral due to its expiration, the Worker must contact OMCFH for the balance. The initial balance is \$2400. Once this balance is reached, a client is no longer eligible for these services.

Vision services are available once per referral. Subsequent referrals may not be made until after the previous referral has expired.

Questions concerning this policy change should be addressed to the Family Support Unit.