

**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. (\$23.74 w/PTO, \$24.84 w/o PTO)
- Increase to staff wages up to \$24.84. (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.

Identify the outcome you expect from the change:

What is the cost of the change?

What are the FMS fees?

Where will these dollars come from?

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: _____