

Placing Youth at Residential

- Completed CRC packet is submitted to the Children’s Services Specialist from an agency. In order for a packet to be considered complete, it must contain all items listed on page 4 (section III) of the [Coordinated Services Plan](#). DAIL does not require a CANS. *If parents are not together, need copy of custody order*
- Children’s Services Specialist determines if packet is complete. Request more information from agency if it is incomplete. Review packet and discuss with Specialist Supervisor.
- Present info to DDS Director and Assistant Director.
 - If it is determined that the packet will not be presented at CRC, send denial letter to family and agency: [CRC Denial Letter](#) Include a copy of the [Notice of Non-Discrimination](#)
 - If it is determined that the packet will be presented at CRC, prepare presentation using the [CRC Presentation Template](#)
 - If a decision isn’t made within 2 weeks of receiving completed CRC packet, send Extension of Decision Letter

Your role as Children’s Services Specialist is to process the USP and ensure that ARIS solutions and CPCS program manager are executing the USP.

Here is a checklist that can be distributed to DAs as they navigate the USP process:

[USP Checklist](#)

USP Process for Children’s Services Specialist

1. Representative from a DA emails Children’s Services Specialist requesting a USP. They attach the necessary signature page, the USP budget, and *ideally* the HCBS budget page.
 - a. [USP Budget Template](#)
 - b. [USP Guardian Approval form](#)
2. Save these documents in the below folder with client’s initials and DA
 - a. [I:\DDSD\USP\FY23 USP](#)
3. Check the provided USP budget and ensure funding reflects the most recent HCBS budget decision page. Make changes if needed.
4. Send email to CPCS Program Manager Christina Thompson, Christina.Thompson@vermont.gov and ARIS Solutions Britney Mann, Britney.Mann@arissolutions.org. Copy DA contact, Joanne Herring. Attach:
 - a. USP Budget and Guardian Approval Form