

Policy & Guidelines for Self Directed Services

Please initial all policies on the line provided

1. Registration-

- A. All registration must be done with FRA/TECH*Connection* prior to authorizing the class through your support coordinator. Many of the classes have a waiting list and you must secure your spot in the class first. Authorization through your support coordinator does not guarantee a place in the class. _____
- B. Once you are registered for the class you must contact your support person to complete the paperwork to have the class approved through your budget. This will generate the paperwork which our agency requires to secure funding for the class. _____
- C. All registration and emergency forms must be in the office PRIOR to the start of class or the student will not be allowed to attend the session until we receive it. Registration for the class is not complete until all paperwork is completed and turned in. _____
- D. The authorization from Easter Seals should be in the office prior to the start of class. Any classes attended prior to the receipt of this paperwork may become the client's full financial responsibility. Our agency does understand there can be delays beyond your control and these will be dealt with in a case by case manner. _____
- E. Support Coordinators must confirm with the office that the client has done the appropriate paperwork and it has been submitted by them. Any delay in paperwork our agency has the right to require a deposit from the client. This deposit will be returned as long as there are no services that are unbillable for any reason. _____
- F. All registration and payments must go through Janine Sims. **Do not register with or pay any of the RLC teachers or JoAnne.** You are not registered until it is confirmed with Janine. _____

2. Billing-

- A. Easter Seals requires that all billable services be signed off on by the client or guardian. FRA will forward an authorization form complete with dates and cost for each session. This paperwork should be signed and returned to the office as soon as possible so that we may bill in a timely fashion. **DO NOT FORWARD THE PAPERWORK ON TO EASTER SEALS OR YOUR SUPPORT COORDINATOR!!!** _____

3. Cancellations & Fees -

- A. TECH*Connection* requires all families to pay for any missed sessions after the first absence. There will be a fee of \$70.00 per missed class for weekly RLC classes and a \$15.00 fee per class of Dance with Jay. _____
- B. All balances for missed classes must be paid prior to the next 12week session or the student will not be registered for the next session unless previous arrangements have been made. _____
- C. There will be a \$25.00 fee for all registration after the deadline; this does not include students waiting on approval of a new budget. _____

**Thank you for your cooperation,
Janine Sims (732) 747-5310 ext 15**

