

## **Guidelines to assist families with requests for Adaptive Equipment/Modifications**

1. The family will need to complete the Verification of Need form.
2. The family will need to obtain a letter of justification from the doctor or therapist that provides evidence that the requested equipment or modification provides therapeutic value associated with the individual's developmental disability.
3. The family will need to obtain a quote in their name that includes the following:
  - a. Name and address of the provider/vendor. (A separate quote for each vendor is needed)
  - b. Item description(s) and item number(s).
  - c. Cost of each item.
  - d. Sales tax and shipping costs.
  - e. Total cost for the order. (If the total requested is not correct, the family could end up with a balance due.)
4. The family will need to submit these three things to the Southwestern Ohio Council of Governments (SWOCOG) by fax, mail, or email for approval.

### **Southwestern Ohio Council of Governments will send the family one of the following if approved:**

1. Check (made out to the vendor) if the vendor does not accept SWOCOG vouchers.
2. Voucher if the vendor will accept a SWOCOG voucher.
3. If the family requests that it be handled as a reimbursement, then the SWOCOG would send a reimbursement voucher to the family in the family's name and a W9 form. Once the family has ordered and paid for the items, the family would need to sign and return the voucher along with the completed W9 form and a copy of the receipts and SWOCOG would issue the family a reimbursement check in the name of the person that completes the W9 form.

### **When the family receives the voucher/check in the mail made out to the vendor, they will need to do the following:**

1. The family will need to call or email the company and place the order or print out an order form.
2. If the family received a voucher, they need to sign the voucher and send it to the company as payment. If the family received a check, they will need to send the check to the company as payment.
3. Once the company receives the voucher or check, they will ship the items to the family's home.

**Greene County Board of DD will not be responsible for placing any orders or submitting payments.**

**Greene County Board of DD Tax ID number will not be used for any purchases.**