

## Step 5: Gather all essential information to be submitted including necessary prescriptions and other justifications.

*What information is necessary for each funding source to which I will apply?*

Paperwork is an essential and necessary part of the funding process. Be prepared to provide extensive support for the request. Ask specifically what information is required by the funding source. If it is unclear or it is uncertain - ASK QUESTIONS and request clarification (written if necessary).

Each funding source requires information to be submitted. The required information will differ from one funding source to another. However, the following list contains information typically required by most funding sources:

- Information about age, disability/medical diagnosis, prognosis, evaluation reports, etc.
- Information on financial status such as private insurance coverage, employment status, level and source of income, etc. (only needed when specific financial criteria are part of determining eligibility).

A service provider, will typically assist with gathering and completing all the required paperwork. After the request for assistive technology has met all the criteria and all necessary paperwork has been submitted, you will receive a decision of approval or denial from the funding source.

## Step 6: Seek appeals as appropriate.

*Why was my application denied? How do I file an appeal?*

If the request for funding is denied, you may appeal the decision. The appeals process is an opportunity to approach the funding source and ask for a review

of the initial decision. Often, the denial for funding for AT is due to a lack of understanding or knowledge of assistive devices by the eligibility determination specialist.

ALL PUBLIC OR GOVERNMENTAL AGENCIES HAVE AN INTERNAL APPEALS PROCESS. YOU HAVE A RIGHT TO REQUEST AN APPEAL AND TO HAVE YOUR REQUEST OR CLAIM REVIEWED.

Specifics on the appeals process for public agencies are included, by agency, in the fact sheets in Section III: Public Sources of Funding.

If possible, determine why the initial request was denied. Is further supporting information needed? Was there a lack of funds? Good rapport with the funding source personnel will prove helpful at this point. If you have dealt professionally and respectfully with agency personnel prior to this point, it is likely that these same professionals will be willing to discuss why the request was

denied and will make suggestions to assist with the appeal.

Try to find evidence of whether the agency has previously funded such a device in the past. If so, a precedent has been set, and it will be more difficult for the agency to deny your appeal.

### Guiding Questions

- What is the most likely source of funding?
- Are there financial criteria? (Remember that this information will be verified by the agency. It is critical that all resources are reported.)
- Have you dealt with this source before? Were you successful? What problems did you encounter? Who was the contact person?
- Is there more than one potential source of funding available?
- Is it possible for two different funding sources to coordinate payment that will equal or approach the total cost?
- Are there individuals with disabilities who have been successful in receiving funding for the device you seek?
- Will the device or service enable you to enter or continue employment, live more independently, enter or continue schooling or improve your overall health? Depending on the funding source, you may have to prove one or more of these benefits.
- Are the written policy coverages of sources available? Review these for wording and specific jargon that will assist in writing the justification.
- If you became disabled through a work-related accident, is the cost of the device or service the responsibility of worker's compensation insurance?
- Is there a local civic or charitable organization, foundation or association in your area that can help raise the necessary funds?