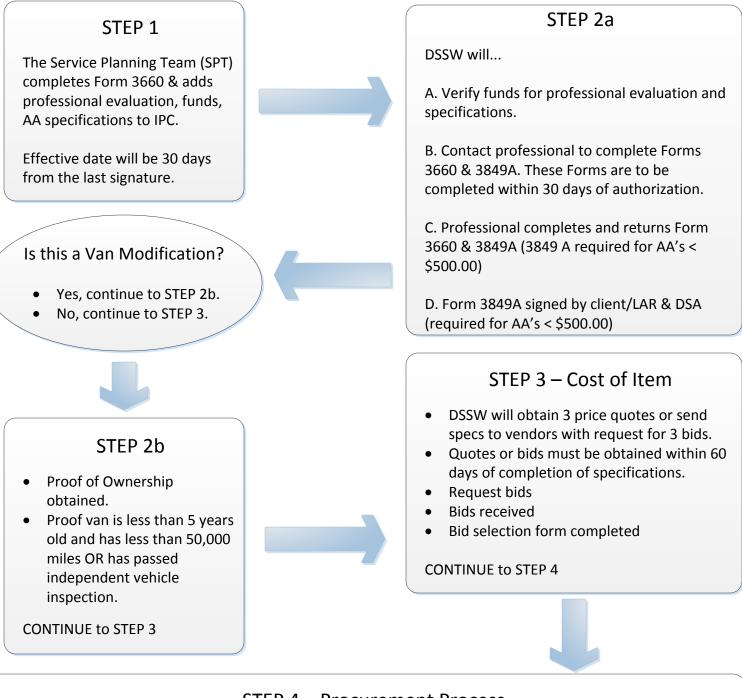
Adaptive Aid Flowchart

DSSW is happy to have the opportunity to assist you with securing your adaptive aid.

Please recognize that this process is not fast – there are CLASS rules that must be followed. Three months to completion is the norm.



STEP 4 – Procurement Process

A. Forms 2067, 3660 & 3849A, are submitted to CMA requesting funds and a requisition fee. **CMA has 14 days to obtain signatures and submit to DADS.**

B. IPC signed by Program Director. Note: Effective date will be at least 30 days out from the PD's signature date/date sent to DADS.

C. Funds for AA are added to MESAV.

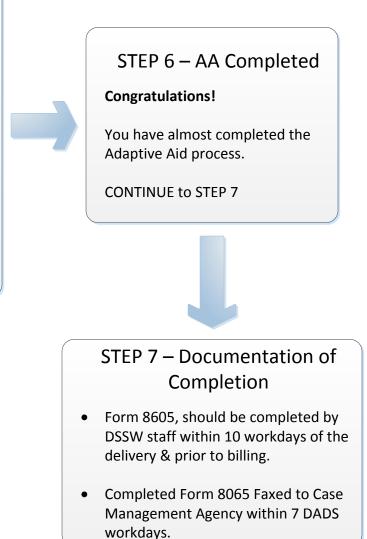
- D. Purchase Order initiated in DSSW system.
- E. Purchase Order approved in DSSW system.
- F. Order is placed for Adaptive Aid.

STEP 5 – Timeframe for Delivery

- Funds for Adaptive Aid are added to MESAV.
- Under \$500 delivery in 14 business days.
- Over \$500 delivery in 30 business days.
- Medical supplies are delivered in 5 days unless immediately needed.
- Medical supplies that are needed immediately are delivered in 2 days.

Should your Adaptive Aid be delayed, your PD will notify you of the delay within the above time frame and Form 2067 will be completed and forwarded to your CM.

CONTINUE to STEP 6



Thank you for working with us throughout this process. It is always our pleasure to work with you!