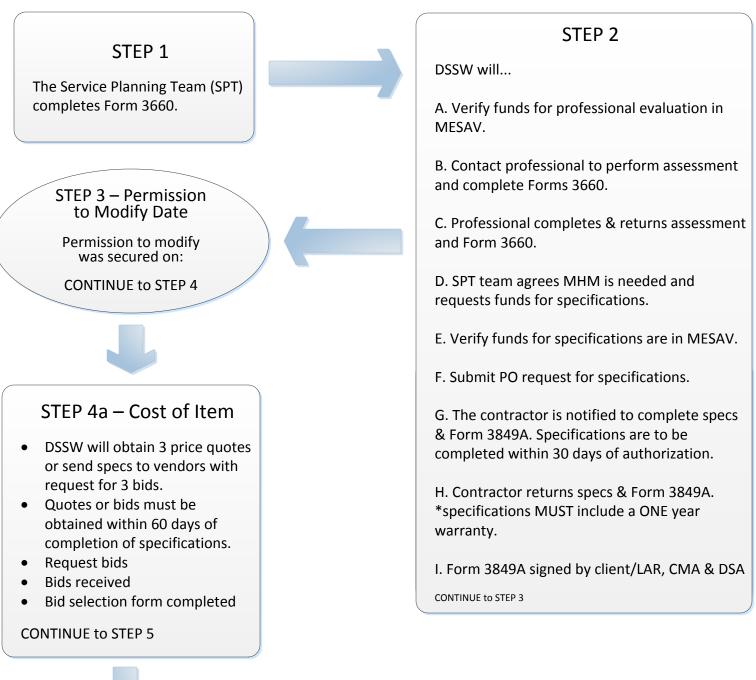
Minor Home Modification Flowchart

DSSW is happy to have the opportunity to assist you with securing your home modification.

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



DSA must include documentation from the vendor for a warranty of at least ONE year.

STEP 5 – Procurement Process

A. Forms 2067, 3660 & 3849A, specs and bids are submitted to CMA with request to add funds.

- B. Proof of Ownership obtained.
- C. Funds added to MESAV.
- D. Purchase Order initiated in DSSW system.
- E. Purchase Order approved in DSSW system.
- F. Vendor will begin construction within 7 days of authorization of IPC effective date.

The Vendor has 60 days to complete the MHM.



Inspection Purchase Order initiated in

- DSSW system. • Insp. Purchase Order approved in DSSW system.
- Inspector notified to complete inspection.

CONTINUE to STEP 8

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STEP 8 – Documentation of Completion

STEP 6 - MHM Completed

- Inspection and Documentation of Completion, Form 8605, should be completed within 10 workdays of MHM completion.
- Completed Form 8605 Faxed to Case Manager within 7 DADS workdays.

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