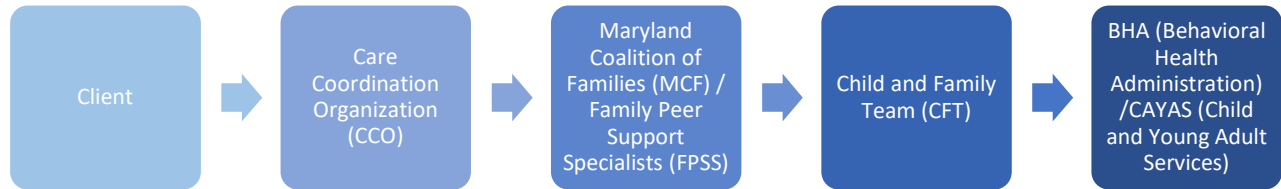




Maryland Youth Care Coordination



Customized Goods and Services (CGS) Request Guide



While working with the family, ensure that the requested funding is:

- Related to therapeutic goals
- Driven by the young person with the support of their family
- A reasonable and necessary (determined to improve outcomes or remediate a particular or specific need) cost
- Documented as having been requested from two other sources (ex. non-profits or faith-based organizations, NOT including any requests to family)

Ensure that the request is NOT intended to fund:

- A recurring membership
- Goods or services presenting safety risks (ex. Pool, trampoline, etc.)
- Reimbursement to family members or vendors for already purchased items
- Legal fees
- Goods or services that can be funded by other sources (must have 2 previous funding attempts)

1. CFT Meeting **Therapeutic goals are discussed**

- Goods or services are determined to meet above criteria
- Care coordinator drafts Plan of Care (POC) to support request

2. FPSS Drafts CGS Request **Informed by POC and Child and Family Team (CFT)**

- Clearly state how item/service will be used to support youth's therapeutic goals
- Indicates that request was youth-driven
- Includes all necessary documents, including an invoice and W-9 if a service is requested

3. Program Coordinator Review **Program coordinator reviews requests**

- Ensures request is received, including all information and clear justification
- Program Coordinator then submits the request to BHA

4. BHA Review and Decision

- Determining how request aligns with program guidelines and the youth's therapeutic goals
- Request then approved, denied, or returned for further information

5. Purchase **CCO and Program Coordinator notified regarding approval**

- If BHA approves the request, the CCO and Program Coordinator are notified
- The Program coordinator will initiate purchase process and notify FPSS of the status
- FPSS will provide confirmation once the family has received the item or started the service

Please note:

- If phone or online payment are an option, please indicate on the form
- Payment will not be issued directly to the family
- Complete all sections of CGS Request form, even if just to indicate N/A
- Include necessary documentation (past funding attempts, invoices & W-9s for services, POC)
- Requests for services (camp, lessons...) must be submitted at least one month prior to start



Examples of Previous CGS Requests



Examples of previously approved requests:

- Organizational educational materials
 - Planners or calendars
 - Binders
 - Storage bins
- Skill building board games (social or educational)
- Sports training
 - Martial arts
 - Soccer
 - Swimming
- YMCA annual membership
- Exercise equipment (safety permitting)
 - Punching bag
- Medicine ball
- Driving school
- Online courses
 - Babysitting
 - CPR/AED
- Tablet and accessories (e.g., protective case and screen protector)
- Laptop and accessories (e.g., bag or mouse)
- Art kits
- Tutoring
- Journaling kits
- Music lessons
- STEM toys
 - Lego sets
 - Science kits
- Sensory items
 - Chewy wristband
 - Fidget toys
 - Weighted blankets
 - Noise cancelling headphones
 - Essential oil diffuser and oils



Examples of previously denied requests:

- Electronic safe
- Inflatable swimming pool
- Pepper spray
- Furniture
 - Desk
 - Chair
 - Dresser
- Trampoline
- Game consoles (Microsoft Xbox, Sony PlayStation, Nintendo, etc.)

