The purpose of this memorandum is to:

- Explain the process that will be followed when a request for Laconia State School Trust Funds is submitted.

Funds are available only to former residents of Laconia State School (LSS) for the following purposes only:

- Dental work, $5,000 lifetime cap;
- Transportation, $200 yearly cap;
- Clothing, $200/year cap;
- Home equipment and repair, $1,000/yearly cap;
- Education, $500 yearly cap; and
- Adaptive durable medical equipment (including hearing aids), $5,000 lifetime cap.
I. For those individuals receiving Area Agency Services, the following process shall be followed:

   a. Individual / guardian / representative makes request to the Area Agency

   b. The Area Agency, if in agreement with the request, forwards the signed request form and any and all documentation for the request (quote, receipts, justification) to their Bureau of Developmental Services (BDS) Regional Liaison.

   c. The Liaison will review and:

      i. Either approve and forward to the BDS Financial Manager, or

      ii. Request additional information, or

      iii. Deny the request, clearly documenting the reason for the denial.

   d. The BDS Financial Manager will review and process, and if approved, will send to the Treasurer, who will then make payment directly to the indicated payee.

II. For those individuals who are not receiving Area Agency Services, the following process shall be followed:

   a. Individual/guardian/representative makes request to the Bureau of Developmental Services via the Administrative Assistant.

   b. The Administrative Assistant will review and:

      i. Either approve and forward to the BDS Bureau Chief, or

      ii. Request additional information, or

      iii. Deny the request, clearly documenting the reason for the denial.

   c. The BDS Bureau Chief, will review and process, based on the recommendation above. If approved, forward to the BDS Financial Manager.

   d. The BDS Financial Manager will review and process, and if approved, will send to the Treasurer, who will then make payment directly to the indicated payee.

III. All requests must include itemized documentation (receipts, quotes, justifications). For items that are to be reimbursed, a receipt must be provided.

IV. All yearly caps are based on State Fiscal Year.