Reapplication Checklist Form

Reapp Submission Date:

Last Assessed Date:

Last LOC Date:

Next Assessed Date: (Is reapp submitted at the **earliest** 120 days (4mths)?)

*Reapps per the regulation 7 ACC 130.213(c) should be sent in ideally by 90days prior of their LOC, however; if the assessment date and LOC date aren’t the same there are exceptions to the rule. Please see Clarke, Brenda or Jessica P. for those exceptions.*

Complete Reapp contains;

**Reapplication form** *(needs completed fully, including conflict of interest questions initialed by client, signed and dated by client orPOA/guardian, CC close to submission date)*

**RR- Recipient Rights** *(completely initialed by client and signed/dated by client or POA, CC)*

**ROI-Release of Information** *(form completely filled out, expiration date on form is no later than a year past the signature date)*

**VOD-Verification of Diagnosis** *(form is completely filled with name, diagnoses, signed and dated by provider as well as fax and phone number)*