



State of Vermont

Department of Mental Health
Commissioner's Office
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DEPARTMENT OF MENTAL HEALTH

**ADULT SPECIAL SERVICES FUND FOR
COMMUNITY REHABILITATION AND
TREATMENT CLIENTS**

The Department of Mental Health's Adult Unit administers an Adult Special Services Fund for one-time expenses for CRT clients. It is earmarked for unmet needs and service costs that might have a negative effect on overall treatment stability **when no other funding source is available**. Such needs might include dental work, eyeglasses, personal needs, adaptive devices, respite, car repair, utility costs, and household furnishings. **Requests for Special Services funding should be directed to Pamela Shover at the Department of Mental Health, 280 State Drive, NOB 2 North, Waterbury VT 05671-2010 or fax to: (802) 241-0100**, using copies of the Special Services funding application form for (1) dental work OR (2) other expenses. It is important to complete **all** information on the form. The CRT Director must sign it after checking for accuracy and completeness of information provided.

For requests for funding for dental work, the dentist should send you an American Dental Association-approved Dental Claim Form, filled out by the dentist, for pre-authorization by the Department of Mental Health. **It is important to send this form before the dental work is done**. Attach the dental form to the Special Services request form. Only individual dental services for which Medicaid will not pay any portion of the procedure may be submitted for CRT Special Services funding.

Below are the guidelines for using the CRT Special Services fund.

- These funds are for CRT clients.
- There is a limit of \$3,000 per client, per state fiscal year (July 1-June 30)
- The fund is to be used only for expenditures for which no other funding source is available. It is expected that alternative resources will be explored and denied prior to a request for Special Services funding.
- This fund does not limit the types of funding requests, but distributes available funds in the following priority order:
 - (1) unmet health needs
 - (2) safety
 - (3) stability
 - (4) personal care
 - (5) access
 - (6) self-development
 - (7) other needs