
REQUEST TO PROVIDE SITE BASED PREVOCATIONAL SERVICES IN A LARGER GROUP

For Site Based Prevocational Services prior approval is required if:

One staff member delivers site based prevocational service to a group size of more than eight (8) individuals (maximum group size 15 individuals) at the same location and time.

**Requesting a Group Size of more than eight (8) for Site Based Prevocational Services
One (1) staff member serves more than eight (8) individuals (maximum group size 15 individuals).
(Complete sections 1, 2 and 3)**

Note: Per regulation site based prevocational services for more than 1 group of 8 at the same location and time is allowed as long as the agency continues to meet integration levels outlined in their Workshop Transformation Plan.

SECTION 1

Name of Agency

Provider ID #

DDRO:

Contact Person:

Email Address:

Telephone Number:

Date of Request:

Site Based Prevocational Program Code(s):

SECTION 2

Requesting a Group Size of More than Eight (8) Individuals (maximum group size 15 individuals)

An attached spreadsheet may be substituted and must contain all pertinent information below.

Name of Individual

Tabs ID #

Requested effective date:

Name of business(s) or organization(s) and address(s) where the prevocational service will take place.

1.
2.
3.
4.
5.

Requested group size:

(maximum 15 individuals)

Explain why:

- a) a higher level of support is no longer needed for the individual;

- b) the individual would benefit from being in a larger group.

Explain how the requested group size will facilitate the individual's transition from Prevocational Services to obtaining competitive employment.

SECTION 3

Must be submitted by the Provider Agency's Director, Manager or Supervisor of Prevocational Services

Printed name

Title

Email address

Date

PLEASE SUBMIT THE COMPLETED FORM TO:

PRE.VOC.GROUP.SIZE.REQUEST@OPWDD.NY.GOV

For OPWDD Central Office Only

Approved (check one):

Yes

No

Effective Date:

Expiration Date:

Approval Number:

OPWDD Signature

Date:

Providers must retain a copy of this form for six (6) years if approval is granted.

Please note: If you have authorized new enrollments for site based prevocational service then this approval will include new enrollments in a larger group size through the expiration date.