



**To request CSA funding for  
**COMMUNITY BASED SERVICE(S)**  
you need the following documents**

- TBP Meeting/Service Request (for new cases only)
- CSA Consent
- Parental Contribution Agreement (valid for 1 year)
- Case Manager Report for Community-Based Services
- Meeting Action Plan (MAP)
- CANS (current = within 30 days)
- Eligibility Form (DFS cases and certain eligible FCPS cases)

**To request a **FAPT MEETING** when a community-based plan cannot be  
developed and a residential placement is being  
requested, you need the following documents**

- TBP Meeting/Service Request (for new cases only)
- CSA Consent
- Case Manager Request for FAPT Meeting
- CANS (current = within 30 days)
- Current provider reports, evaluations, assessments, social history, etc.
- IACCT inquiry form
- Eligibility Form (for Foster Care youth only)

\*Please note that a MAP is not required as part of the FAPT packet as one will be created during the FAPT meeting, but if your team has previously met and developed one, it should be submitted

\*Please note the parental contribution (copay) is not required to schedule a FAPT Meeting but no resulting services can be authorized until one is completed

**For **EXTENSIONS** of any existing  
services**

All of the above plus,

- Current provider report(s) (within past month)

**To request CSA funding for  
Emergency or Expedited  
Services**

***you need the following documents***

- TBP Meeting/Service Request (for new cases only; section 1 only)
- CSA Consent
- IFSP-EZ
- CANS (current = within 30 days, completed in CANVaS; **contact CSA to obtain youth's CANVaS ID**)
- Eligibility Form
- Parental Contribution Agreement or Waiver Request (only if requesting a paid service such as home-based services or supervised visitation for non-foster care youth)

***For DFS (mandated) requests these documents must be submitted to CSA within 2 calendar days of the requested start date of services to ensure that the request can be reviewed by FAPT within 14 days from the requested start date. Services cannot be authorized from the requested start date if not reviewed within this 14-day timeframe.***

***For all non-DFS requests the service authorization start date will be the date the request is reviewed by the FAPT.***

***Please obtain forms from the CSA website each time so that you have the most current version(s)***