

TCM Letterhead Serving Tri-County EMAP Enrollees

Insert Date Here

Dear Insert Name of Individual or Parent/Caregiver's Name Here:

Name Here is currently enrolled in the Eastern Missouri Autism Project (EMAP) which means that he/she may access approved services up to \$1,500 (if different amount, insert here) per plan year.

As your Support Coordinator, I am obligated to visit with you quarterly about your Individual Support Plan. Records indicate that you have not utilized services funded through EMAP since (Insert Date Here).

Because there is a wait list for individuals desiring to access services funded through EMAP, it is important to use that funding within your plan year. If it is not used, you risk disenrollment.

I will be in contact with you within the next two weeks to discuss the status of your enrollment in EMAP. At that time, we can discuss services that may be approved and what assistance I can provide in locating providers or otherwise explain how Autism Project funding may assist individuals with autism spectrum disorder and their families. I am enclosing a document that lists examples of approved services.

You may read and review information about EMAP, including the roles and responsibilities of Support Coordinators, at the Office of Autism Services' web page <http://dmh.mo.gov/dd/autism/east/eastautismproject.html>. In addition, you may contact the Division of Developmental Disabilities' Autism Navigator for the St. Louis Regional Tri-County Office at (Insert Phone Number Here).

The Autism Navigator at the St. Louis Regional Tri-County Office will receive a copy of this letter. If no action is taken within a month of our visit, around (Insert date that is 4 weeks after the 2 weeks provided to contact family), I will begin the disenrollment process.

I look forward to visiting with you soon. If you have questions, please contact me at (Insert Contact Information Here).

Sincerely,

Your Name

Support Coordinator

Name of TCM Entity

c: St. Louis Tri-County Family Resource and Autism Specialist, case file

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