



SUBMIT SERVICE AUTHORIZATION:  
 Fax: 217-528-9849 or 570-558-5570  
 Email: budgetsIL@mycil.org

# ACCESS\$ ILLINOIS SERVICE AUTHORIZATION FORM

## CONSUMER INFORMATION

### ADULT WAIVER

### CHILDRENS WAIVER

Consumer Name : \_\_\_\_\_ # \_\_\_\_\_ V \_\_\_\_\_

\_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

h V \_\_\_\_\_ o o V \_\_\_\_\_ k V \_\_\_\_\_

Self Directing Services: \_\_\_\_\_ V **If no, please fill out the Self Directed Assistant Section Below**

## Self-Directed Assistant Information

o ) \_\_\_\_\_ V \_\_\_\_\_ Agency \_\_\_\_\_

o ) \_\_\_\_\_ Email: \_\_\_\_\_ h V \_\_\_\_\_

## Employer Information

\_\_\_\_\_ # \_\_\_\_\_ o \_\_\_\_\_ k \_\_\_\_\_ # \_\_\_\_\_

\_\_\_\_\_ V \_\_\_\_\_

\_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ ZIP \_\_\_\_\_

\_\_\_\_\_ y h V \_\_\_\_\_

## SERVICE AUTHORIZATION INFORMATION

**Purpose for Authorization:** New Consumer # \_\_\_\_\_ o o \* \_\_\_\_\_

U o Start D \_\_\_\_\_ U o End D \_\_\_\_\_

Termination of o \_\_\_\_\_ t ) Reason for Termination: \_\_\_\_\_

PSW Name	Social Security #	CODE	Hourly Pay Rate	*Unit rate= Hourly Rate x 1.08 (8%) Unit Rate*	Hours Approved per Month	Maximum Monthly Dollar Amount
1.			\$ _____	\$ _____	X	= \$ _____
2.			\$ _____	\$ _____	X	= \$ _____
3.			\$ _____	\$ _____	X	= \$ _____
4.			\$ _____	\$ _____	X	= \$ _____

**\* Pay rate changes must be received by the 4th of the month to take effect for that month's payroll. Pay rate changes received after the 4th will take effect the following month.**

**Total Monthly Amount = \$ \_\_\_\_\_**

I hereby authorize this service authorization and understand it is my responsibility to monitor and approve the provided budget for the individual consumer's service plan and monthly service maximum. I fully understand that failure to comply with the provided budget could result in the interruption of payroll for the direct support worker(s) until over budget issues are fully resolved.

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**ACCESS\$ USE ONLY**

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