

Southwest Developmental Services, Inc.  
Local Finance Plan

Instructions for Form LFP 100

Each affiliate who participates in the Local Finance Plan is now required to use Form LFP 100 to document all changes in individuals claimed under the Service Categories of the Plan. ANY change from the previous months billing should be reflected on the form as a person added or a person removed or service changed. These changes should be included on your billing and shown on Form LFP 100.

For example, if client John Doe starts services on August 10, 2001, show his name under the added column and write in August 10, 2001 under each service column for which you are billing for payment under the Local Finance Plan.

The same should be done for each person who leaves your services during the month. Along with the date of change please indicate the new provider.

Form LFP100 should be attached to your billing and submitted to the CFO of SDSI by the 10th of the following month services were performed. Failure to include Form LFP 100 may result in delayed payment of Local Finance Plan funds to the affiliate.

