

DISABILITY SERVICES COMMITTEE
ROTARY CLUB OF SPOKANE #21
PO Box 1117
SPOKANE, WA 99210

INSTRUCTION FOR DISABILITY APPLICATION FORM

The Disabilities Committee of Rotary Club of Spokane #21 meets the third Tuesday of every month to review applications and make recommendations on funding Disability Accommodations to the Rotary Club's Board of Directors. To expedite your application process, please ensure all parts are filled out completely. Incomplete forms will be returned to the applicant without processing. Additional application forms may be requested from the Disabilities Committee at the following address:

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- Make sure signature of person authorized to release confidential information is attached.
- Attach picture if requesting medical equipment, with specifications and costs included.
- Attach letter of history and justification for desired equipment from Primary Care Physician or other appropriate specialist.

Send completed application forms (3 pages) to:

DISABILITY SERVICES COMMITTEE
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Spokane, WA 99210

DISABILITY APPLICATION FORM

Part A – Applicant Identification and Insurance Information

NAME	AGE	DATE OF BIRTH (MM/DD/YYYY)	TELEPHONE NO. (DAYTIME)
STREET ADDRESS	CITY	STATE	ZIP CODE
IF THE APPLICANT IS A CHILD (UNDER THE AGE OF 18) OR A DEPENDANT, THE FOLLOWING INFORMATION IS REQUIRED FROM EITHER THE PARENT OR LEGAL GUARDIAN:			
NAME (OF INDIVIDUAL RESPONSIBLE FOR APPLICANTS CARE)	E-MAIL ADDRESS		TELEPHONE NO. (DAYTIME)
STREET ADDRESS	CITY	STATE	ZIP CODE
INSURANCE INFORMATION:			
MEDICARE MEDICAID OTHER: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	APPLICANT'S INSURANCE I.D. NUMBER:		
APPLICANT'S INSURANCE POLICY GROUP NUMBER	APPLICANT'S INSURANCE PLAN NAME OR PROGRAM NAME		

Part B – Referral Information

BY WHOM WAS THE APPLICANT REFERRED?

Part C – History

DESCRIBE THE NATURE OF THE DISABILITY:	
NAME OF TREATING PHYSICIAN OR OTHER SOURCE	TREATING SOURCE'S TELEPHONE NO.

DISABILITY APPLICATION FORM

HOW DOES YOUR DISABILITY AFFECT YOUR DAILY LIVING?

Part D – Accommodation Request

PROVIDE A DETAILED DESCRIPTION OF THE REQUEST. PROVIDE A TOTAL COST FOR THIS ACCOMODATION (INCLUDE ALL PROCESSING, SHIPPING AND HANDLING CHARGES AND ALL APPLIED TAXES). IF APPLICABLE, INCLUDE A QUOTE FROM THE LOCAL DISTRIBUTER OR RE-SELLER WITH NAME OF THE MANUFACTURER, MODEL #, AND VENDOR NAME AND CONTACT INFORMATION.

TOTAL COST OF ACCOMODATION \$

Part E – Financial Request

LIST THE APPLICANT'S **HOUSEHOLD MONTHLY** INCOME AND EXPENSES.

INCOME	AMOUNT	EXPENSE	AMOUNT	
WAGES & TIPS		RENT/MORTGAGE		
DISABILITY		INSURANCE		
RETIREMENT/ SOC. SECURITY		FOOD & TRANSPORTATION		
OTHER		OTHER		
TOTAL INCOME		TOTAL EXPENSE		REMAINING INCOME

LIST **ALL OTHER** SOURCES THAT HAVE BEEN CONTACTED TO HELP FUND THIS REQUEST

NAME OF FUNDING SOURCE	CONTACT NAME / TELEPHONE NO.	AMOUNT REQUESTED	AMOUNT APPROVED	IF DENIED, PLEASE EXPLAIN...

DISABILITY APPLICATION FORM

TOTAL AMOUNT APPROVED BY OTHERS	
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SUMMARY OF ESTIMATED FINANCIAL REQUEST (TO BE COMPLETED BY PREPARER)	AMOUNT	SUMMARY OF ACTUAL FINANCIAL REQUEST (TO BE COMPLETED BY DISABILITIES COMMITTEE)	AMOUNT
TOTAL COST OF ACCOMMODATION (PART D)		TOTAL COST OF ACCOMMODATION (PART D)	
REMAINING MONTHLY INCOME FOR APPLICANT		REMAINING MONTHLY INCOME FOR APPLICANT	
TOTAL AMOUNT FUNDED BY OTHERS		TOTAL AMOUNT FUNDED BY OTHERS	
AMOUNT REQUESTED		AMOUNT FUNDED	

Part F – Preparer’s Information (if different than applicant)

NAME	PHONE NO. (DAYTIME)	PHONE NO. (EVENING)	E-MAIL ADDRESS	
STREET ADDRESS	CITY		STATE	ZIP CODE
WHAT IS YOUR RELATIONSHIP TO THE APPLICANT?		WHAT IS THE BEST TIME AND METHOD TO REACH YOU?		

Part G – Release of Information

I AUTHORIZE RELEASE OF THIS INFORMATION FOR THE USE AND PURPOSE OF THE ROTARY DISABILITIES COMMITTEE TO CONSIDER MY REQUEST FOR FUNDING. I UNDERSTAND THIS INFORMATION WILL BE SHARED WITH COMMITTEE MEMBERS AND OTHER ALLIED PROFESSIONALS, AS NEEDED, WHO MAY BE INVOLVED IN SUPPORTING THIS REQUEST. I FURTHER GRANT PERMISSION FOR ALLIED PROFESSIONALS TO SHARE INFORMATION WITH THIS COMMITTEE ABOUT MY CONDITION TO ASSIST IN THE SUPPORT OF THIS REQUEST. I ALSO UNDERSTAND THAT MY MEDICAL INFORMATION WILL NOT BE SHARED WITH ANYONE THAT DOES NOT HAVE A NEED TO KNOW FOR THE PROCESS OF THIS APPLICATION.	
SIGNATURE OF APPLICANT, PARENT OR LEGAL GUARDIAN	DATE