

90-120.3. PRE-APPLICATION

A. General

This section provides information on substance abuse services requirements during the pre-application process.

GRPG Letter #73 (1/14)

B. Bus Token Policy

Bus tokens for transportation to RRCs shall be provided at applicant request only until aid has been granted. The GR recipient is expected to meet transportation needs out of his/her GR grant. The RRC will issue bus tokens on request to individuals whom they refer from Orientation to Assessment and from Assessment to treatment, if aid has not yet been granted.

GRPG Letter #62 (10/10)

C. Scheduling for Substance Abuse Services

The RRCs shall provide GR FRCs with schedules for Orientation. When the worker determines that an applicant needs a referral to substance abuse services based on the “reasonable suspicion” criteria, the Scheduling Clerk will take the actions in the table below.

Step	Action
1	Issue the applicant a Substance Abuse Services Appointment Letter, form 11-89 HHSA for the orientation appointment.
2	Fax applicant/recipient information for each referral to the appropriate RRC on a Substance Abuse Services Screening/Assessment Sign-In Log, form 11-90 HHSA (Appendix D). If there are no substance abuse services referrals scheduled for any particular day by the GR Scheduling Clerk, the clerk will note this information at the top of the log before faxing as confirmation for the RRCs. Note: If the applicant is already in treatment through another outpatient substance abuse treatment program or at an RRC that is different from the one they would be assigned based on their zip code, they will be referred to continue in that program, and must not be referred to the RRC for their zip code.
3	Provide the applicant with a supply of forms 11-114 HHSA, Waitlist Attendance Log, in case the applicant is placed on a waitlist.

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**D.
Pre-
application
Worker**

When an individual is referred to substance abuse services Orientation, the Scheduling Clerk will schedule the individual directly into orientation prior to the GR Intake appointment, if possible.

When an individual is referred to a GRADS orientation, the pre-application worker will take the actions in the table below.

Step	Action
1	Note "Substance Abuse Services Orientation needed" on the 16-94 HHS, Welcome Form.
2	Inform the FRC GR Scheduling Clerk.
3	Maintain the case in pending status until verification (see E, below) of substance abuse services cooperation can reasonably be provided, if otherwise eligible.

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**E.
Substance
Abuse
Services
Cooperation**

Cooperation with substance abuse services for pre-application includes agreeing to cooperate with the substance abuse services program.

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**F.
Verification of
Substance
Abuse
Services
Cooperation**

Verification of cooperation consists of:

- Form 11-89 HHS, Substance Abuse Services Appointment Letter, with the RRCs stamp or signature
- Report from RRC on form 11-90 HHS, Substance Abuse Services Orientation Sign-In Log, that client was "Coop"
- Form 11-114 HHS, Waitlist Attendance Log, showing that a client on the waitlist is complying with waitlist activities.

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