

## ADMINISTRATIVE POLICY

- 1 A funding source(s) for OPTIONS services will be identified for all persons prior to the initiation of services
- 2 OPTIONS may elect to waive fees or provide scholarship funding at the discretion of OPTIONS' Chief Executive Officer.
- 3 OPTIONS must be notified immediately of any change in a person's funding source. If a funding source declares a person ineligible for services, OPTIONS will notify the person, their conservator or guardian, and/or parent(s)/significant other(s) as applicable.

POLICY DATE: February 1996  
REVISED: April 2004  
REVISED: August 2007  
REVISED: May 2012  
REVISED: February 2014  
REVIEWED: September 2015  
REVISED: September 2016  
REVIEWED: October 2017  
REVIEWED: October 2018  
REVIEWED: November 2018  
REVIEWED: November 2019  
REVISED: November 2020  
REVISED: January 2022  
REVIEWED: February 2023