Instructions – Cost Share Initial Notification

1. Title III service recipients of personal care, homemaker, chore, in-home respite and congregate respite whose income is above 200% must be given the opportunity to cost share.
2. The initial notification must be sent to those service recipients when services are initiated.
3. The notification must be provided on the agency letterhead.
4. Complete the required fields for date, salutation, services being received and the suggested contribution (utilize the cost share chart)

Note: Services cannot be discontinued if a service recipient does not participate in cost sharing.