

DDRB Start-Up/Furnishings List and Reimbursement Request

✓ Indicate type of residential service: _____ ISL/ILA/Companion Home _____ Group Home/Host Home

Individual's Name: _____
 DMH# (REQUIRED): _____
 Address: _____
 Date of Initial Purchase: _____
 Date of Reimbursement Request: _____

Residential Provider: _____
 Residential Contact Name: _____
 Residential Contact Ph. Number: _____
 Service Coordinator/Case Manager: _____

Items eligible for reimbursement must be on this list. List amount spent (per receipts) next to the item. Attach copies of receipts to this form and submit to DDRB within one year of date on receipt. One person per request form. Indicate the total Payment Requested in the box below.

ISL/ILA/Companion eligible for all items in both columns

	Eligible Items	Indicate Amount on Receipts	✓
RENT	1 st month's rent-Limit \$700		
Appliances (Limit \$1,000)	Dryer (1)		
	Washer (1)		
	Microwave and Stand (1)		
	Refrigerator (1)		
	Appliances Subtotal \$		
Furniture (Limit \$1,500 includes up to \$100 delivery fee)	Couch or Loveseat (1)		
	Kitchen table (1)		
	Kitchen table chairs (4)		
	Recliner/chair (1)		
	End tables (2)		
	Lamp (1)		
Furniture Subtotal \$			
Kitchen Items (Limit \$400)	All utensils/cutlery		
	Bakeware/cookware		
	Can opener		
	Dish towels/cloths		
	Dinnerware/bowls		
	Glasses/cups		
	Pots/pans skillets		
	Food storage containers		
	Mop/bucket/broom/dust pan		
	Coffee maker (1)		
	Crock pot (1)		
	Mixer/blender (1)		
	Toaster (1)		
	Trashcan		
	Kitchen Items Subtotal \$		
General Items (Limit \$100)	Telephone (land line)		
	CO2 Detector (1)		
	Fire extinguisher (1)		
	First Aid Kit		
General Items Subtotal \$			

Group/Host Home eligible for items in this column only

	Eligible Items	Indicate Amount on Receipts	✓
General Items (Limit \$100)	Window treatments/blinds		
	Step stool (1)		
	Lockbox /Safe (1)		
	Emergency Radio (1)		
	General Items Subtotal \$		
Bathroom Items (Limit \$100)	Shower rod/Curtain/Hooks		
	Towels (body/face/hand)		
	Rugs (2)/Bathmat (1)		
Bathroom Items Subtotal \$			
Bedroom Items (Limit \$1,500 includes up to \$100 delivery fee)	Dresser (1)		
	Mattress set (1)		
	Chair (1)		
	Head/Foot Boards/Frame		
	Lamp		
	Bookcase (1)		
	Bed Linens/Bed Pillows		
Bedroom Items Subtotal \$			
TV (Limit \$400)	T.V. (Limit \$400)		
	TV stand or wall mount		
	Antenna		
TV Subtotal \$			

Total all subtotals	
Tax (total all subtotals x .0795) +	
Total Payment Requested \$ (total all subtotals + tax)	

DDRB Review:	Date approved: _____	Entered in Portal _____
	Approved by: _____	Entered Tracking Sheet _____
		cc: Agency and SC/CM _____