

**Thrive Upstate**

**Referral for Adult Day Services – Instructions**

Thank you for your interest in Adult Day Services at THRIVE UPSTATE!

Please follow these instructions when submitting a referral:

1. Complete the Referral Form

Request a “Day Services Referral Form” by emailing:

[DayServicesReferrals@thriveupstate.org](mailto:DayServicesReferrals@thriveupstate.org)

1. Complete ALL applicable form fields
2. Print the completed Referral Form and affix signatures of Case Manager AND Case Manager Supervisor (CMS should review for accuracy and completion)
3. Attach all supporting documentation:

* Current Annual Assessment *and* Support Plan showing day service as a need.
* VR Verification of current CC&I&R *and* documentation of receipt of Self Advocacy/Self Determination training information for WIOA compliance.
* Most recent IEP for current transitioning students and those who graduated within the last two years.
* Most recent Psychological Evaluation.
* Current (within 365 days) Behavior Support Plan and Mental Health Records if applicable.

Note: Individuals referred for Employment Services-Individual (ES-I) will be scheduled for a pre-referral interview with the Employment Services Manager. Once your referral is reviewed and determined tentatively suitable for ES-I, you will be contacted by the Employment Services Manager to arrange this meeting. If approved for ES-I following the pre-referral interview, the following documents will also be required at a later time:

* Referral Criteria for Competitive Employment AND Meeting sign in sheet
* Referral Authorization for Employment Services-Individual

1. Scan Referral Form and all Supporting Documentation.
2. Email Scanned Packet and/or questions to:

[DayServicesReferrals@thriveupstate.org](mailto:DayServicesReferrals@thriveupstate.org)