

# Special Needs Hotline Request Form

State of Alaska

Office of Children's Services

## Instructions:

1. Please complete this form if you are requesting special needs items. A separate form is needed for each child.
2. Upon receipt of a request, allow up to 72 working hours for an initial response. Staff will determine if the request is allowable per regulation and policy.
3. Staff will send you written approval prior to purchasing the good or commodity.
4. For approved purchase requests, staff will send you authorization to take to the store of your choice to purchase the requested items.
5. If you have purchased items yourself, a completed W9 will be needed to process your reimbursement.
6. If items need to be shipped to you, you must provide a valid mailing address for delivery.

Please complete the following information to ensure we can process your request as quickly as possible.

Date

Name of Caregiver:

Phone:

Address:

Caregiver's Email:

Child's Name:

ORCA Case #:

Select One:

Good or Commodity Requested:

Other:

Preferred Store:

Other:

If you have any other additional information that is helpful in processing the special needs request, you may use the space below to provide it.