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# IDAHO DEPARTMENT OF HEALTH & WELFARE

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September 21, 2012

## Information Memorandum

**Re: Process to request individual budget & budget methodology information outside of a request for appeal.**

There are two ways to request individual budget & budget methodology information outside of a request for appeal:

1. The participant or their guardian may request budget information directly from their Independent Assessment Provider (IAP).
2. Other persons requesting budget information may do so via public records request submitted either online or by mail/fax to the Administrative Procedures Section (APS). Forms & instructions can be found at <http://www.healthandwelfare.idaho.gov>. Click on "About Us" in the top grey bar, then "Public Records Request" in the left-hand menu.

If you are not filing an appeal, please do not request the individual budget & budget methodology information using the second page of the eligibility notice sent by the IAP. Do not use this form to request information if you do not want to request an appeal.