



# COST REQUEST PROCESS



## REQUEST FORM COMPLETED

- Requester identifies student/family needs
- Requester informs student/family of concerns & completes a digital COST Request Form
- Select FAST Track Box for immediate needs
- After a requester submits a form, a receipt is sent to their email

## 1 WEEK FROM REQUEST

- Community Schools Specialist reviews form and collects additional information
- Fast Track Requests are immediate priority and family will be contacted in 3 days.
- Community Schools Specialist inputs additional information into the COSTForce database system

## 2 WEEKS FROM REQUEST

- COST team meets, discusses concerns and determines the appropriate referral
- COST Team identifies "Staff Assigned"
- Community Schools Specialist tracks data in COSTForce
- Provider contacts student/family to discuss services
- Fast Track requests are referred within 7 days

## 3 - 6 WEEKS FROM REQUEST

- COST monitors referral to determine additional support
- Community Schools Specialist follows up with provider to retrieve progress/status
- Community Schools Specialist inputs progress into COSTForce & continues monitoring
- Fast Track requests are referred within 7 days

## 6 - 8 WEEKS FROM REQUEST

- Student/family is connected to services
- Student/family no longer needs/denies services
- Student/family is connected to additional services
- Provider closes case which is documented into COSTForce
- Fast Track referrals become traditional COST Referrals