**Residents Guide to Renewing a Consumer Support Grant**

**DESCRIPTION**

This is a guide for Consumers to request a renewal to CSG who already has active CSG plan.

**BUSINESS OWNER(S)**

CSG Coordinator

**PROCEDURE CHECKLIST**

1. CSG Coordinator will email or fax a MNChoices Communication Form (DHS-3244P) to MNChoices Reassessment team mailbox: [SSD.Mncreassessments@co.ramsey.mn.us](mailto:SSD.Mncreassessments@co.ramsey.mn.us) or [62590@rcfax.com](mailto:62590@rcfax.com) to request an annual reassessment or early reassessment for CSG plan. A referral needs to be submitted between 90-120 days prior to service agreement end date. The reassessment will take place within 60 days of the service agreement end date.
2. The assessor will reach out to the individual/family to complete a reassessment. The assessor will email the reassessment service agreement to [SSD.Consumersupportgrant@co.ramsey.mn.us](mailto:SSD.Consumersupportgrant@co.ramsey.mn.us) with the following info:

Resident Name:

PMI Number:

Date of birth:

Resident/family email address (if applicable):

CSG plan end date:

1. CSG Coordinator will calculate budget, send an email to the consumer, attaching all CSG renewal Intake documents and CSG budget letter.

Forms to be completed:

* Consumer Support Plan
* Acknowledgement of receipt of notice of privacy practices
* Designation of Authorized Representative
* Consumer Statement of Authorized Consent
* Release from Liability
* Release of Information

Reference Forms Included:

* Ramsey County Consumer Support Grant Addendum Form
* Notice of Privacy Practices
* Consumer Support Grant Addendum

1. The individual/family will fill out all necessary forms, sign all forms and email back to [SSD.consumersupportgrant@co.ramsey.mn.us](mailto:SSD.consumersupportgrant@co.ramsey.mn.us)
2. CSG Coordinator will review, approve & save the CSG plan in person’s file, enter CSG SA and reply all to email that CSG SA has been renewed.

**NOTE/SPECIAL INSTRUCTIONS**

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| **DOCUMENT VERSIONS** | |  |
| **Date** | **Editor/Reviewer** | **Change(s) Made** |
| 4/26/2012 | Chakita Lewis | Change to wording and more details entered on the process. |