

Appendix R

IFDS Start-Up Supplies Form (T2025-U2U1)

Employers of Record (EORs): Use this form to request Start-up Supplies for NC Innovations Waiver participants under the Individual and Family Directed Services (IFDS) option. Submit the completed form via secure email to the member’s Care Manager.

Member name: _____ Member date of birth: _____

EOR name: _____

Initial start-up costs are limited to \$750.00 and may be authorized and billed as T2025-U2U1.

Preapproved Start-Up Items	Vendor
Criminal background checks for employees *	
Motor vehicle record checks *	
First aid kit with blood borne pathogen supplies (personal protective equipment, hand sanitizer)	
Job postings	
Trainings (only those necessary for onboarding staff) *	
Laptop, desktop, or tablet (one per Innovations Waiver period), including laptop bag	
Software protection (i.e., antivirus)	
Computer applications: (e.g., Microsoft Office Suite, Microsoft Work, Adobe Suite, QuickBooks, or other accounting software)	
Printer/scanner/fax machine, including ink cartridges and paper	
Electronic health record system (one per waiver period)	
Locking file cabinet	
Office supplies, such as: <ul style="list-style-type: none"> • Pens/pencils/highlighters • File folders/tabs/labels/ binders/sheet protectors • Paper clips, Post-it notes, stapler/staples/claw remover • Tape dispenser/tape • Pencil sharpener • Dry erase board, markers, eraser, and cleaner • Calendars 	

** Required to onboard staff*

EOR signature: _____ Date: _____