



Contract Requirement Change Request Procedure

To request a change to any contract requirement clients must submit a written request to their case manager. The request should include the following:

- Name
- Length of time in the program
- Details and date of last change to rehabilitation contract
- Current requirement to be changed
- Proposed new requirement
- Rationale for change; be as thorough and detailed as possible
- Who supports the change (therapist, sponsor, etc)
- Letters of support should be attached to the request

Please note the following important information:

- Contract changes will only be considered after a client has demonstrated compliance with all rehabilitation contract requirements for twelve months prior to the initial request. Subsequent contract changes may be submitted at six month intervals providing full compliance.
- All change requests are reviewed by the case manager team. Please allow at least two weeks for the request to be reviewed.
- Approved contract changes will be forwarded to the client in the form of a contract Addendum/Modification notice for signature and returned to the case manager. An original copy of all contract changes will be attached to the client's rehabilitation contract. Clients are responsible for making photocopies of the Addendum/Modification to the rehabilitation contract.
- All rehabilitation contract requirements remain in place and must be adhered to until officially changed by the case manager and the client is in receipt of a completed, signed Addendum/Modification stating the change.