

## **Filing a 1506 Form using Electronic Signature**

*The 1056 form is now generated directly through USTEPS. 1056 forms have an electronic signature from the Division if the plan they are created from is **active**. A 1056 generated from an **inactive** plan should be considered a working document and will be marked "DRAFT". Instructions for generating the new 1056 can be found in the USTEPS manual [HERE](#). An accepted form will show an electronic signature and be signed by the Support Coordinator. If the plan requires more than support coordination (SCE) the form will show an additional signature line and must be signed by the Provider.*

*Any actions that affect Amount, Frequency, Duration, or Rate of service require a new 1056 form. Forms should be submitted within 30 days of any action. Change made under crisis, to fix plan errors or billing processes should be done as soon as the resolution has been implemented or at the next billing cycle cutoff.*

*Samples of both **active** and **inactive** 1056 forms are attached.*

Draft 1056  
Sample

Form 1056 - Division of Services for People with Disabilities

Report Date:

Provider:

Contract #:

Plan Status:  Activated By:  On:

Name:

Service Type:

PID #:

Financial Eligibility:

Consumer Status:

Support Coordinator:

Service	Approval ID	Start Date	End Date	Financial Eligibility	Kind	Rate	Monthly Max	Annual Units	Total\$	Daily Hours

Support Coordinator

Date

Provider

Date

	
	Division Of Services For People With Disabilities
	Pending Authorization From: 08/01/2012-07/31/2013

Boxes autofilled by USTEPS

# Active 1056 Sample

## Form 1056 - Division of Services for People with Disabilities

Report Date:

Provider:

Contract #:

Plan Status:  Activated By:  On:

Name:

Service Type:

PID #:

Financial Eligibility:

Consumer Status:

Support Coordinator:

Service	Approval ID	Start Date	End Date	Financial Eligibility	Kind	Rate	Monthly Max	Annual Units	Total\$	Daily Hours

Support Coordinator	Date	Provider	Date
	Approved By Electronic Signature		
	Division Of Services For People With Disabilities		
	Authorization From: 08/01/2012-07/31/2013		

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