

Acknowledgement Form

By signing this form, you are indicating that you have been provided the information listed below in a format that is understandable and/or accessible to you, and have reviewed this information.

- Admission, Termination and Cost of Services**
- CES' Roles, Rights and Responsibilities**
- CES' Grievance / Complaint Procedure**
- CES' Policies and Procedures**
- Participant Request for Reasonable Accommodation Form**
- Reasonable Accommodation Medical Documentation Form**

I have received the information in this document in a format that is understandable by me. Furthermore, by signing I am stating that I understand and agree to my Rights and Responsibilities as a customer of Service Alternatives, Inc.:

Customer signature and date: _____

Parent / Guardian signature and date: _____

SA Staff signature and date: _____

Information reviewed with **Customer / Parent / Guardian** on: _____(date)

By _____ (SA Staff name)

Information reviewed with **NSA** (if applicable) on: _____(date)

By _____ (SA Staff name)

The sections above will be reviewed with the customer / parent / guardian / NSA at least annually. They can be reviewed within the Customer Handbook at www.servalt.com/community-employment-services or provided by your CES Representative.