

## 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**
- Roles, Rights and Responsibilities**
- Grievance / Complaint Procedure**
- Policies and Procedures**
- Participant Request for Reasonable Accommodation Form**
- Reasonable Accommodation Medical Documentation Form**

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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 client of Service Alternatives - CES:

Client printed name: \_\_\_\_\_

Client signature and date: \_\_\_\_\_

Guardian (if applic.) signature and date: \_\_\_\_\_

SA Staff signature and date: \_\_\_\_\_

Information reviewed with **Client/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 client/parent/guardian /NSA at least annually. They can be reviewed within the Client Handbook anytime at [www.servalt.com/community-employment-services](http://www.servalt.com/community-employment-services) or provided by your CES representative.*