Application Assisters should make sure all information on the Appendix B is written clearly and no information is missing or skipped over before it is submitted. It should contain the Application Assister’s name, the correct case number and the individual’s name and signature. For every Appendix B form that is submitted, there are three different sections that must be completed:

**Appendix B Consent Form**

Application Assisters should use one of the following methods listed below to submit the Appendix B once all three sections have been filled out completely.

**For Non-Emergency & Future Scheduled Appointments:**

Fax or mail the Appendix B consent form:

   - The fax must be right-side up. If the Appendix B is faxed upside down, the mailroom will receive a blank fax.
   - Application Assisters should make it a habit to check for a successful fax confirmation.

b. Mailing Address: P.O Box 2104, Frankfort, KY 40602

**Please Note:** If an Application Assister chooses this method, there is an allowable 15-day turn-around period for task completion by the DCBS worker.

**For In-Person Appointments:**

Call the Professional Services Line (PSL) at 1-855-326-4650

The PSL representative will identify the Application Assister and confirm the identity of the individual. Once identified, the PSL representative will be able to make the case association over the phone.

**Please Note:** The Application Assister should ask the PSL representative to only associate them to the Active case for the individual.

**For Emergencies:**

ONLY in the event of an emergency or if the Application Assister needs immediate assistance, complete the Fax Cover Sheet for the DCBS Help Desk and attach the Appendix B.