



## The Open Door

**To:** Parents/Guardians

**Subject:** 2017 Attendance Policy

**From:** Administration, The Open Door of NJ

Parents/Guardians,

Moving into Fee for Service, attendance plays a tremendous roll in keeping your loved one's services active at The Open Door of New Jersey. Unfortunately, attendance will be an issue if a consumer is not properly calling out, not showing up for program, or taking unscheduled vacations. It will result in suspension of transportation and services if this policy is violated. If the pattern is frequently shown, it could possibly result in a IDT meeting with case management discussing discharge of the consumer.

With the attendance policy taking full effect on January 1, 2017 The Open Door of New Jersey requires consumers to attend program 80% out of the entire year to ensure your slot secured.

***By signing below, I acknowledge this policy. I understand the Attendance Policy has been effective since January 1, 2017. Disregarded this policy, may result in the suspension/discharge of my loved one with the Transportation Department and Adult Day Program.***

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Consumer's Name

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Parent/Guardian Name (Please Print)

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Date