**Section 139.125 Application Process and Requirements**

a) A parent or legal guardian may obtain an application packet electronically from the Department.

b) All completed application materials may be submitted by the parent or legal guardian to the Department. The Department's designated provider of mobile crisis response services for children shall assist the parent or legal guardian in obtaining, completing and submitting the application, as requested by the parent or legal guardian.

c) An application is complete and ready for determination when it minimally contains the following:

1) A complete program application;

2) A copy of the youth's birth certificate and proof of Social Security number; and

3) A copy of the court order or documentation defining custody or non-parental guardianship, if appropriate.