

About the Illinois Department of Human Services' Division of Developmental Disabilities

The Illinois Department of Human Services' Division of Developmental Disabilities supports quality, integrated, person-centered services and supports for individuals with developmental disabilities and their families. The system of services and supports in Illinois enhance opportunities for individuals to make real choices and receive appropriate, accessible, prompt, efficient and life-spanning services that are strongly monitored to ensure individual progress, quality of life and safety.



Contact the Illinois Department of Human Services' (IDHS) 24 hour automated helpline: 1-800-843-6154 or 1-800-447-6404 (TTY)

You may speak with a representative between: 8:00 am – 5:30 pm Monday – Friday (except state holidays)

The following is an automated number directing the caller to local DD service information: 1-888-DDPLANS or 1-866-376-8446 (TTY)

Contact us via mail at: Illinois Department of Human Services 319 East Madison, 4N Springfield, IL 62701

Visit our web site at: www.dhs.state.il.us



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DHS 4313 (R-1-22) Understanding PUNS 
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State of Illinois
Department of Human Services

Understanding PUNS

A Guide to PUNS



Enroll in PUNS to Apply for the Services You Need

Frequently Asked Questions

WHAT IS PUNS AND HOW IS IT USED?

- PUNS is a statewide database that records information about individuals with developmental disabilities who are planning for or seeking services
- The State uses the data to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs

WHY ENROLL IN PUNS?

- To assist with identifying service needs and wants
- register individuals on the PUNS



WHO CAN ENROLL IN PUNS?

- Children, teens, and adults with developmental disabilities who need or want services or supports

WHAT CAN FAMILIES EXPECT DURING THE PUNS ENROLLMENT PROCESS?

- The individual with the developmental disability (along with guardian/caregiver/family) meets face-to-face with an Independent Service Coordination (ISC) Agent
- The ISC Agent will work with the individual and their family to identify and plan for service needs and register on the PUNS

WHEN DOES PUNS INFORMATION GET UPDATED?

- At least annually the ISC Agency will contact families
- Anytime a need for service changes
- When contact information changes, such as address or telephone number
- When caregiver information changes

HOW DOES THE PUNS SELECTION WORK?

- Individuals are selected from the PUNS based on their age, their status (planning or seeking), and their time on PUNS

WHEN WILL AN INDIVIDUAL BE SELECTED?

- PUNS selections are based upon funding availability and ability to fill program vacancies



HOW DO PEOPLE KNOW IF THEY GET SELECTED?

- Individuals selected from the PUNS will receive a letter directly from the Department of Human Services announcing their selection and inviting them to apply for services by contacting their ISC Agency

WHAT DO FAMILIES DO IF A CRISIS EMERGES WHILE ENROLLED IN PUNS?

- Families should contact their ISC Agency immediately for available options in their area
- Individuals who meet the crisis criteria do not have to wait on PUNS

Please Note: Enrolling in PUNS does not confirm that you are eligible for services, nor guarantee that services will be provided. It does ensure that the IDHS' Division of Developmental Disabilities knows about an individual's need for services.

IMPORTANT

The Illinois PUNS Database



PUNS Yearly Renewal Information

But...Wait...Am I
On the List?



- If you don't know, call 217-732-4731 and ask for verification that you are on the list.
- Email dhs.ood.puns@illinois.gov
 - Provide individual's name
 - Provide birthdate
 - Ask for the PUNS Status



"I'm on the list, Now what?"

Renew EVERY YEAR

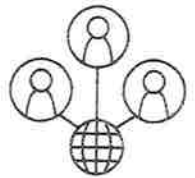
- PUNS will contact you by phone, text, or mail to review the need for services.
- After they have made contact with you, they will send a form via mail to be signed.
- YOU MUST RETURN THE FORM TO BE RENEWED AND REMAIN ON THE PUNS LIST YEARLY!



- Keep all of your communication with PUNS (email, copies of forms signed, etc.)
- If you move or change your phone number, YOU MUST TELL PUNS AS SOON AS IT HAPPENS to ensure they can still reach you for renewals.



Need Help?



Contact:

Meghan Brake

Youth Services Coordinator at TMCSEA

mbrake@tmcsea.org

or 309.347.5164

Additional Resources about PUNS

The Arc of Illinois

www.arcofillinois.org

Illinois Department of Human
Services (IDHS)

www.dhs.state.il.us





The Illinois PUNS Database



WHAT IS PUNS?

- PUNS is a database of Illinois children, adolescents and adults with developmental disabilities (Cerebral Palsy, Autism, Seizure Disorder, and Traumatic Brain Injury) who have needs- or anticipate having needs for developmental disability services or supports.
- The database will help you and your family decide whether you need services immediately or anticipate needing services in the future.

Possible Services Include:

- In Home Support
- Respite Care
- Day Training Programs
- Job Coaching
- Residential Living Arrangments
- Adaptive Equipment
- Home/Vehicle Modifications



How Do I Access These Services?

- If you live in Tazewell Or Mason Counties, your Independent Service Coordination Agency is Central Illinois Service Access (CISA)

- [Call 217.732.4731](tel:217-732-4731)
- Ask for "intake"



What is the process?



1

- Call and complete Interview
- Submit required documentation (SF, Evaluation, Medical Documentation, etc)
- Return signed form to CISA



2

- Once you have completed your interview, you are entered into the database into one of the following categories
 - Seeking Services - Services needed within 60 days (there is an approved care need)
 - Planning for Services - Immediate Services not needed; Future services are needed

Note: After the interview with PUNS, the family MUST return the signed PUNS form and continue to renew with PUNS yearly. Failure to do so could result in elimination from the list.

See Page 2 for information about Renewals



A completed process does not confirm that you are eligible for services nor does it guarantee that services will be provided. However, it does guarantee that the information you provide will be used to address your need for services.



Prioritization of Urgency of Need for Services Program (PUNS)

Public Act 103-0504, which was effective January 1, 2024, requires IEP teams to determine if a student has registered for the PUNS list and requires schools to provide various information to the family if the student is not registered. The legislation required the Illinois Department of Human Services and Illinois State Board of Education to develop an online training program that includes information about the PUNS database, how to register for the database, and about organizations that offer assistance to families in understanding PUNS and the registration process.

PUNS is a database that registers individuals who want or need Developmental Disability Waiver services (i.e. Community Integrated Living Arrangements, Home Based Supports, Child Group Homes) funded by the Illinois Department of Human Services/Division of Developmental Disabilities. As funding is available, individuals are selected from PUNS and invited to apply for DD Waiver services. PUNS has 2 categories: **Seeking Services** (category for people who currently need or desire support) and **Planning for Services** (category for people who do not currently want or need support but may in the future). PUNS selections are based on a person's cumulative length of time in the Seeking Services Category. As funding is available, individuals are selected from PUNS and invited to apply for DD Waiver services. To register for PUNS please contact Central Illinois Service Agency at 217-732-4731 or www.cisagroup.org

If you have a student with a developmental disability and would like assistance registering for the PUNS list please contact the following;

Crystal Benes, PUNS Designee Prek-8th grade

Cbenes@robein.org