"The Prioritization of Urgency of Need for Services (PUNS) process is designed to identify who is waiting for services, what they need and the urgency of their need. The categories to determine urgency are:

Emergency – Person needs services immediately, within the next six (6) months.

Critical – Person needs services more than six (6) months but less than two (2) years from now.

Planning – Person needs services more than two (2) but less than five (5) years from now.

…Your Supports Coordinator will assist you in completing the PUNS form.

The PUNS form includes the services that are currently being received as well as the services needed now or will need in the future…"

From page 40 of the ODP Gold Book

… Each waiver has a limited number of people that can be served. There are waiting lists to enroll in waiver services. If services are not available immediately, the Supports Coordinator will ask you to complete a Priority of Urgency of Need for Services (commonly referred to as PUNS) form with your Supports Coordinator to identify what services you need and when you need them. You will then be placed on the waiting list. When funding is available, you will go through the formal eligibility determination for the Waiver.

The waiting list is comprised of individuals who are eligible to receive services and supports through the Office of Developmental Programs (ODP) waivers, who due to insufficient resources, are waiting for services until funding becomes available. ODP allocates ID/A waiver capacity to County/AEs annually. The waiver capacity commitment is the maximum number of people that can be at any point in time served that year. A person on the waiting list can only enroll into services when capacity becomes available. Individuals on the waiting list are placed in one of three categories of need - emergency, critical or planning - depending on their specific situation. The person with the most urgent need will have priority for enrollment. *From page 39 of the ODP Gold Book*

Allegheny County Department of Human Services (AC DHS) Office of Developmental Supports (ODS)
www.alleghenycounty.us/Services/Human-Services-DHS/DHS-Offices/Office-of-Developmental-Supports

"The PUNS should be completed during a face-to-face meeting with the Supports Coordinator. Be honest when completing the PUNS form. We often put our best foot forward when talking about our lives and tend to diminish or lessen the problem we might be experiencing. Honesty in describing needs can make a difference in which category the individual is assigned and how soon an individual might be able to receive services or supports. After the individual or family signs the form at the meeting, a copy the PUNS form will be given to the individual and family in approximately three weeks, along with a letter describing the individuals rights and what to do if there is a disagreement with the information on the PUNS form. This is the information that is entered into the system by the Supports Coordinator. PUNS forms should be updated yearly or whenever there is a life-changing situation such as a graduation or serious illness of a caregiver. All updates require a signature. It is important for the individual to know which PUNS category they are in. Remember, people in the emergency category are the top priority when funding becomes available." *From page 40 of the ODP Gold Book*

Visit the Allegheny County ODS webpage at www.alleghenycounty.us/Services/Human-Services-DHS/DHS-Offices/Office-of-Developmental-Supports to learn more about ODP, waivers and other service system information

For individuals and families new to the system or for anyone interested in navigating ODP, the Gold Book is intended to be a guide to the system. https://home.myodp.org/resources/odp-information/

PUNS webpage that includes the bulletin* and forms (DP 1055) www.pa.gov/agencies/dhs/resources/intellectual-disabilities-autism/intellectual-disabilities-services/puns.html
Updates to the Prioritization of Urgency of Need for Services (PUNS) Manual for Individuals with intellectual Disabilities and/or Autism ODP Announcement 25-043, 5/5/2025

PUNS manual, 5-5-2025 www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/services/disabilities-aging/documents/intellectual-disability-services/puns-manual.pdf

ODS webpage at   ODP Gold Book at   PUNS webpage at

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