

## Attachment B – Services of Short Funding Allocation Letter

December 15, 2011

Name  
Address  
City, MD Zip Code

Dear: (name of person):

RE: DDA Waiting List Initiative Services of Short Duration

The Developmental Disabilities Administration (DDA) is pleased to inform you that you are eligible for the DDA Waiting List Initiative (WLI). You are eligible under the WLI for Services of Short Duration during fiscal year 2012 which ends June 30, 2012. Funds are targeted for people on the DDA Waiting List in the Crisis Prevention priority category. Our goal is to fund services of short duration for everyone in the crisis prevention category.

We have included the Services of Short Duration User Guide, which provides guidance related to the intent of these funds, how to access the funds, and services available. You may submit a funding request for services independently based on your assessed need to address the things that place you at risk for a crisis. You may also receive assistance to identify service and support needs, service providers, and submission of the request from the following sources: (1) your resource coordinator; (2) DDA Low Intensity Support Services (LISS) providers; or (3) DDA- licensed Family and Individual Support Services providers. Contact information for each of these may be found in the enclosed User Guide.

In addition, the DDA is hosting two public moderated conference calls to provide an overview and address general questions regarding Services of Short Duration. The calls will be conducted on Thursday, January 5, 2012 at 7 p.m. and Tuesday, January 10, 2012 at 12 p.m. The call in number for both dates is 1-888-455-9746 and the participant code is 9586102.

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Toll Free 1-877-4MD-DHMH • TTY for Disabled - Maryland Relay Service 1-800-735-2258  
Web Site: [www.dhmh.state.md.us](http://www.dhmh.state.md.us)

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When you call the conference number, enter the participant code. You will be placed in listen only mode until the question and answer period is announced. If you would like to ask a question, please press \*1 on your touch tone phone, you will then be prompted to record your first and last name. The Verizon conference coordinator will then let you know when to ask your question. If you experience any problems during the call, please call 410-767-5600.

Please be sure that you contact the DDA Regional office anytime that your address and/or telephone number changes. If you believe that your situation has changed and that you qualify for the Crisis Resolution category, please contact the DDA Regional Office based on the county where you reside.

If you would like more information on the Waiting List Initiative, please refer to the DDA's website at [www.ddamaryland.org](http://www.ddamaryland.org). If you have additional questions, please e-mail [WaitListInitiative@dhmh.state.md.us](mailto:WaitListInitiative@dhmh.state.md.us). Thank you for your prompt attention to this matter.

Sincerely,

Frank W. Kirkland  
Executive Director

Enclosures

cc: Parent/Legal guardian, if applicable  
Resource Coordinator

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