



Katie Hobbs
Governor

Michael Wisehart
Director

Date:

RE:

Dear

The Division of Developmental Disabilities (DDD) has made multiple attempts to contact you by _____ to schedule a Person-Centered Planning meeting for _____, but we have been unsuccessful.

Please contact me as soon as possible so we can discuss _____ and schedule this important planning meeting.

If we do not hear from you within 10 business days from the date of this letter, _____ eligibility with the Division of Developmental Disabilities may be at risk of discontinuation.

Thank you for your prompt attention to this matter. I look forward to speaking with you. You may reach me at _____ or by email at _____.

Sincerely,

Division of Developmental Disabilities

Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities Customer Service Center at 1-844-770-9500; TTY/TDD Services: 7-1-1 • Disponible en español en línea o en la oficina local