



DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

JOB TRAINING AND LIFE SKILLS PAYMENTS

Target Audience - Qualified Vendors and Providers

Transmittal Date - 04/30/2025

The Department of Economic Security Division of Developmental Disabilities (Division) received a one-time appropriation in the FY2025 budget specifically to provide job training and life skills services for individuals with developmental disabilities who reside outside of Maricopa and Pima Counties. The purpose of this funding is to assist Qualified Vendors increase their capacity to provide quality job training and life skills services.

Qualified Vendors contracted and credentialed for delivering employment services outside of Maricopa and Pima Counties that are interested in this funding must complete the attached attestation document in order to receive and use the Job Training and Life Skills payments. Qualified Vendors must spend all of the Job Training and Life Skills payments distributed to them by June 30, 2025. The funds cannot be used to pay off existing infrastructure or other materials already owned or leased by the Qualified Vendor.

The Job Training and Life Skills payments must be used by the Qualified Vendor for one or more of the following:

- Marketing to help grow or expand current employment services.
- Purchasing a job training curriculum that aligns with Pathways to Employment requirements.
- Purchasing a life skills curriculum.
- Purchasing organizational memberships to entities that promote Employment First (e.g. APSE, ACRE).
- Infrastructure for transportation that supports employment.
- Making resources available to members to assist in obtaining employment or learning new life skills (e.g. clothing, tools, equipment).
- Purchasing technology that will support the provision of employment and/or life skills training.

Each eligible Qualified Vendor must submit a [Qualified Vendor Attestation](#) by 11:59 p.m. on Friday, May 9, 2025. This form must be downloaded, completed, and submitted via email to DDDBusinessOperationsComments@azdes.gov. The Division will release funding by the close of business on Friday, May 30, 2025.

The Division reserves the right to recoup the Job Training and Life Skills payments if a Qualified Vendor does not adhere to the attestation requirements. All funds not spent by June 30, 2025 will be recouped by the Division. The amount of the payment will be contingent upon the number of Qualified Vendor Agencies that participate. A final expenditure report must be submitted to the Division by August 31, 2025.

All purchases made with the funding must be accounted for and are subject to an audit by the Division's Business Operations. Audit findings where funds are not spent in the manner outlined in items 1-7 above or if the provider cannot demonstrate compliance with this attestation through appropriate documentation may be the basis of recoupment in whole or in part. Providers shall maintain all necessary documentation and records regarding the use of these funds for auditing purposes for a period of seven (7) years.