



DIVISION OF DEVELOPMENTAL DISABILITIES

*Sent on Behalf of DES/DDD Business Operations
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TRANSMITTAL DATE: May 19, 2016

**TOPIC: Provider Manual Policy Chapter 32 – Separation of Children and Adults
Exception Process for Summer and After School Employment in Center-Based Sites**

All Qualified Vendors of Center-Based Employment Sites

The Division of Developmental Disabilities (the “Division” or “DDD”) supports the Arizona *Employment First* initiative, DDD’s *Strategic Plan 2016-2020* objective of increasing the number of DDD members who are employed, and the national emphasis on employment as the desired post-secondary outcome for students and young adults with disabilities. One of the primary predictors of post-school employment success is having had work experience before graduation. Consequently, our working-age members in high school are encouraged to consider employment options before Day Treatment and Training options. We have determined that Chapter 32 of DDD’s Provider Manual pertaining to *Separation of Children and Adults in Center-Based Programs* (<https://des.az.gov/sites/default/files/pm-32.pdf>) is being interpreted in a manner that prevents 16- and 17-year-old members from summer-time employment opportunities. To support the growth of successful employment outcomes for DDD members, we are clarifying the procedure for obtaining an exception to the separation of children and adults in center-based programs requirement.

PROCEDURE FOR EXCEPTION

Qualified Vendors must complete the *Separation of Children and Adults in Center-Based Programs* Exception Form, DDD-1640A-FORFF (3-14), for each site at which they plan to provide services to 16- and 17-year-old members and individuals over 18 years old. The form shall indicate:

- The reason for the exception,
- The anticipated time frame of services (such as after school or during school breaks), and
- The proposed methodology to ensure the general health and safety of the 16- and 17-year-old members

The completed form must be submitted to the District Quality Assurance Manager for review and approval. Questions about the exception process may be sent to the following District Quality Assurance Managers:

Barb Picone (District East) BPicone@azdes.gov
David Blount (District Central) DBlount@azdes.gov
Sam Rodgers (District West) MRogers@azdes.gov
Patty Laux (District North) PLaux@azdes.gov
Pauline Selmer (District South) PSelmer@azdes.gov

Thank you!