



DEPARTMENT OF
ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Division of Developmental Disabilities

NOTICE AND REQUEST FOR PUBLIC COMMENT

The Division of Developmental Disabilities is seeking public comment on proposed changes to the **Division Operations Manual Policy 438, Administrative Services Subcontracts**. This policy has been revised to establish guidelines and requirements for Administrative Services Subcontractors (AdSS) or Management Service Agreement (MSA), and, monitoring subcontractor performance, reporting performance review results, and notifying AHCCCS of subcontractor non-compliance and corrective action plans (CAPs).

Dates: Public comment will be open for 30 days beginning January 31, 2024 and closing March 1, 2024. Comments must be received no later than March 1, 2024, 11:59 pm, Arizona time.

Instructions: (Complete instructions are located on the Division's [webpage](#))

- The policy may be viewed by clicking [here](#).
- Comments may be submitted online by clicking [here](#).
- Use the line numbers to reference specific comments.
- Do not include any information that you consider confidential or inappropriate for public disclosure.

If access to the online form is not available, comments can be submitted by email to the DDD Policy Unit at DDDpolicy@azdes.gov.

- Submit your comments, along with your full name, mailing address, and phone number.
- If you represent an organization, include the organization's name.

For further information contact the DDD Policy Unit at DDDpolicy@azdes.gov.