



COMMONWEALTH OF PENNSYLVANIA  
**DEPARTMENT OF PUBLIC WELFARE**  
P.O. BOX 2675  
HARRISBURG, PENNSYLVANIA 17105-2675

**KEVIN T. CASEY**  
Deputy Secretary  
Office of Developmental Programs

TELEPHONE NUMBER: (717) 787-3700  
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September 23, 2008

**Re: Intake and Registration Bulletin**

Dear Colleague:

Enclosed is the draft bulletin "*Intake and Registration*". This document is being forwarded to you for your review and comment. Your input will assist the Office of Developmental Programs (ODP) in the creation of a final bulletin.

The purpose of the enclosed bulletin is to distribute ODP's policy and standards related to the intake and registration process for individuals registering for mental retardation services through a County Mental Health and Mental Retardation Program.

In order to assure timely review and revision of the draft bulletin, please forward written comments to the Office of Developmental Programs, via email at [ra-odpcomment@state.pa.us](mailto:ra-odpcomment@state.pa.us), with a subject line of 'Intake and Registration', no later than 30 calendar days from the date of this letter. All comments received by that date will be considered in preparation of the final bulletin.

Thank you in advance for your input.

Sincerely,

A handwritten signature in cursive script that reads "Kevin T. Casey".

Kevin T. Casey

Enclosures