



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE

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KEVIN T. CASEY
Deputy Secretary
Office of Developmental Programs

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August 15, 2008

Dear Supports Coordination Organization Directors and
Administrative Entity Directors:

As you are aware the Office of Developmental Programs (ODP) has established a maximum number of units for Waiver Supports Coordination services . The maximum is 300 units under the Consolidated Waiver and 200 units under the Person/Family Directed Support Waiver. Supports Coordination (SC) is a core service provided to participants in both Waivers. ODP recognizes that circumstances may exist that will result in required units of service that exceed these established limits, and that a consistent procedure must be used to adjust the maximum units to allow for increased units and the corresponding payments for SC services.

Attached please find for your reference and use the *Request for Exception to Established Maximum Number of Units for SC Services Form*. Also attached for your use and reference is the "Process to Request an Exception to Established Maximum Units for SC Services".

All requests for an exception to the maximum units of Waiver SC services must be submitted (using the attached form) by the SC Organization (SCO) to the Regional Program Manager through the appropriate Administrative Entity (AE). This process must be completed, and the request approved, prior to the increased units being delivered.

Thank you in advance for your compliance with this process and for our continued partnership in providing quality Waiver SC services.

If you have any questions or concerns please contact the appropriate Regional Program Manager.

Sincerely,

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

Kevin T. Casey

Attachments: (2)