



AGENCY OF HUMAN SERVICES
DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING
DEVELOPMENTAL DISABILITIES SERVICES DIVISION
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MEMORANDUM

TO: Developmental Services Children's Providers
FROM: Jennifer Garabedian, Administrator, Children's Personal Care Services, Vermont Department of Health *Jennifer Garabedian*
Diane Bugbee, Children's Services Specialist, Vermont Department of Disabilities, Aging and Independent Living *Diane Bugbee*
DATE: February 6, 2015
SUBJECT: Update in Protocol for Requesting a Unified Services Plan (USP)

The Vermont Department of Health (VDH) and the Department of Disabilities, Aging and Independent Living (DAIL) are updating the protocol for requesting a USP. **Beginning March 6, an updated Children's Personal Care Services (CPCS) assessment must be completed within the six months preceding the request for a USP.** This will allow the blending of funding which more accurately reflects the current need.

Requests for USPs should continue to be sent to the Children's Services Specialist at DAIL. This request must include:

- Signed funding approval form
- Amount of CPCS funding approved within last six months
- Proposed start date
- Approved developmental services funding
- Funding for each line item (respite, service coordination, admin, etc.)
- Rationale for requesting that funding be unified

The Children's Services Specialist will review the request and verify the CPCS funding and start date with the CPCS Administrator. If approved, a copy of the USP will be sent to the agency representative. If the USP is not approved, the agency representative will be notified.

If you have any questions, please call Diane Bugbee at 871-3367 or Jennifer Garabedian at 865-1395.