Washington State Department of Social & Health Services
Transforming lives

Developmental Disabilities Administration (DDA)

New Case / Resource Manager Assignment

Name and Address

Name and Address

RE: **New DDA Case / Resource Manager Assignment**

This letter is to let you know that I am your new case / resource manager with the Developmental Disabilities Administration (DDA).

My name is:

_____ _____

Case / Resource Manager's Name | Telephone Number (include area code)

_____

Email Address

You can also reach me through 1-_____. If you have any questions or concerns, please call. I look forward to working with you.

Thank you.

cc: Client Representative
Provider(s)