



DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)
New Case / Resource Manager Assignment

CLIENT NAME AND ADDRESS

CLIENT REPRESENTATIVE 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 (AND 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)
Client File