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|  |  DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA) **No Paid Services Group** |
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| **RE: No Paid Services Assignment**This letter is to let you know that because you are not currently receiving a DDA paid service you have been assigned to a No Paid Services group with the Developmental Disabilities Administration (DDA). If you are approved to receive a DDA paid service in the future your case will be assigned to a case manager. For information about community resources please refer to the enclosed information or call 211.Please call DDA at  if you’d like to request a paid service. You may also request servicesonline by going to <https://www.dshs.wa.gov/dda/service-and-information-request>.Thank you.Cc: Client File Client Representative Provider(s) |

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| **INSTRUCTIONS**This form letter is designed to be sent when assigning a new client to the NPS queue established for their assigned reporting unit in the regions. It is also used when a client is being moved from a paid services caseload to an NPS queue.1. Enter the client name and address.2. Enter the client representative name and address.3. Enter the designated toll free number for the client region. |