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