

Allen

George E. Pataki
Governor



Thomas A. Maul
Commissioner

STATE OF NEW YORK
OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES

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MEMORANDUM

TO: Upstate DDSO Directors
Kathy Broderick, Associate Commissioner New York City Regional Office

FROM: James Moran
Interim Deputy Commissioner
Administration Revenue Support

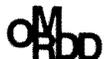
DATE: April 27, 2004

SUBJECT: Revision to Inter-District Transfer Funding Policy

The process for obtaining approval for Inter-District Transfer funds has been modified effective May 1, 2004. In order for an Inter-District Transfer request to be considered, the "receiving" district must submit a service memorandum to Budget Services, including a memorandum from the "sending" district, **within 90 days of the consumer's transfer date** as outlined below:

1. "Sending" DDSO prepares a memorandum to the "receiving" DDSO identifying the:
 - Individual (name and TABS ID) who has moved.
 - Date the individual moved from the district.
 - Services the individual was receiving, with annual gross and state share previously committed to support each service.
 - Type of residential setting the individual was in prior to movement.
 - If the movement is from a certified residence, the Operating Certificate number of the residence must be identified with the name and TABS ID of the backfill individual who will generate new funding to support the opportunity being created in the "receiving" district, and the source of the new funding.
 - Each memorandum must be individual specific.

2. "Receiving" DDSO prepares a memorandum to the Central Office Inter-District Budget Analyst, Ms. Allison McCarthy, identifying the:
 - Individual (name and TABS ID) who is now receiving services.
 - Start date of each service, with annual gross and state share committed to support each service.
 - Type of residential setting the individual has been placed in.



- If placement has been into a certified residential setting, the Operating Certificate number of the residence must be identified.
 - Memorandum from the “sending” DDSO must be provided as an attachment.
3. A fiscal and program review will be coordinated by Ms. McCarthy, of the OMR Budget Office, and both the “sending” and “receiving” DDSOs will be informed of a final determination.

Questions regarding this policy may be directed to Ms. McCarthy at (518) 474-7050 or via e-mail at MCCARTAJ.

cc: CSP Coordinators
Mr. Pezzolla
Mr. Coleman
Ms. Smith
Ms. McCarthy