Action Request Transmittal
Developmental Disabilities Services

Lilia Teninty
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Number: APD-AR-18-025
Issue date: 3/30/2018

Topic: Developmental Disabilities

Subject: Use SNAP Version 18 for foster care assessments

Applies to (check all that apply):
- All DHS employees
- Area Agencies on Aging: {Select type}
- Aging and People with Disabilities
- Self Sufficiency Programs
- County DD program managers
- ODDS Children’s Residential Services
- Child Welfare Programs
- County Mental Health Directors
- Health Services
- Office of Developmental Disabilities Services (ODDS)
- ODDS Children’s Intensive In Home Services
- Stabilization and Crisis Unit (SACU)
- Other (please specify):

Action required: The newest version of the SNAP assessment tool, Version 18, has been available and authorized to be used for all foster care assessments (SE158 Adult Foster Care and SE 258 Children’s Foster Care) since January 1, 2018 and is required to be used for all SNAP assessments conducted from this day forward.

For instructions on when a new SNAP is required, please see transmittal APD-PT-17-035.

Reason for action: The SNAP version 18 tools have been modified with regard to the previous version as follows:

1. The previous "Provider General Information" sheet has been removed and its contents have been published, instead, on the DHS/ODDS "DD Foster Care Provider Resources" web page.

2. The “Foster Care Budget Summary” sheet has been modified as follows:
   A. The previous 2:1 "Amount" fields have been removed.
   B. The previous "CONSULTANTS" section has been removed.
   C. The previous signature section and "Review Date" and "Provider Name" fields have been removed.
D. A hyperlink has been added to provide direct access to the DHS/ODDS "DD Foster Care Provider Resources" web page, where the former "Provider General Information" sheet's contents are now published.

These modifications are necessary to support changes in the payment system processes and new collective bargaining agreements.

Field/stakeholder review: ☒ Yes ☐ No
If yes, reviewed by: CDDP and brokerage managers

If you have any questions about this action request, contact:

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