Information Memorandum Transmittal
Developmental Disabilities Services

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Number: APD-IM-19-089
Issue date: 11/6/2019

Topic: Developmental Disabilities
Due date: 11/6/2019

Subject: Revised ODDS guidance related to planning for employment services to maximize work hours

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
☒ Support Service Brokerage Directors
☐ 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): Vocational Rehabilitation Services, Employment Service Providers

Message: ODDS and Vocational Rehabilitation (VR) have guidance related to planning for employment services to maximize work hours and the standard of working at least 20 hours a week (consistent with the person’s preferences and interests).

The revised ODDS worker’s guide can now be found on the ODDS I/DD employment policy website and the staff tools page.

2020 Employment First Q&A call schedule:

- **January 14, 2020, from 1:30-2:30 p.m.**
  EF Conference line: 877-411-9748; Access Code: 5268628#

- **April 7, 2020, from 1:30-2:30 p.m.**
  EF Conference line: 877-411-9748; Access Code: 5268628#

- **July 14, 2020, from 1:30-2:30 p.m.**
  EF Conference line: 877-411-9748; Access Code: 5268628#

- **October 13, 2020, from 1:30-2:30 p.m.**
  EF Conference line: 877-411-9748; Access Code: 5268628#
If you have any questions about this information, contact:

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