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[Return address 1]
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[City state ZIP]



Oregon Department of Human Services
Office of Developmental Disabilities Services

MM/DD/YYYY

Client name
Client address
City, state, ZIP

Dear parent or guardian of **FIRST_NAME**,

The new Children’s Extraordinary Needs (CEN) program serves minor children with very high medical or behavioral needs. Your child has not been randomly selected for an initial spot in the program.

They are number **WAITLIST-NUMBER on the waitlist.**

I know many of you have been strong advocates for this program for several years. Thank you for your advocacy. The Office of Developmental Disabilities Services (ODDS) has heard and seen how essential this program is to you and your families. It exists because of your perseverance and hard work.

Not being selected is likely very frustrating, angering and disappointing. Within the CEN program’s \$3-million budget, there is only enough funding to enroll 155 of about 1,500 children. To understand how the waitlist will work, please review the information below.

If you need help finding other support options, please contact your child’s services coordinator. If your child is on the referral for a CIIS program, please email ciis.referrals@odhsoha.oregon.gov.

How the waitlist works

- The order of the waitlist will not change. Your child will move up the list as slots open. This means their number will get smaller. When they reach number 1, they are first on the waitlist.
- This is a new program, so there is no way to know yet how quickly the waitlist will move.

- Those initially selected have until July 19 to decide whether to enroll in the program. If there are openings, ODDS will turn to the waitlist. If a slot opens for your child, ODDS will send you a letter by Aug. 31. This letter will explain the requirements and application process. We will also notify your child's services coordinator. They will contact you with next steps.
- After Aug. 31, ODDS will send services coordinators an updated waitlist each month. You can contact them to find out your child's place on the waitlist. If your child is on the referral list for a CIIS program, please email ciis.referrals@odhsoha.oregon.gov.
- Going forward, any family or child can ask to join the waitlist. We will add them to the end of the current list.

Resources and questions

If you have questions, please contact your child's services coordinator. You can also email cenprogram@odhs.oregon.gov.

Learn more on the Children's Extraordinary Needs program's web page: <https://www.oregon.gov/odhs/idd/Pages/sb-91-implementation.aspx>.



You can also scan this code on your mobile device to go to the web page.

Again, thank you to all of you who advocated for this essential program. I look forward to working with you to find future steps, improvements and solutions to better serve your children.

Sincerely,

A handwritten signature in black ink that reads 'Dana Hittle'.

Dana Hittle
Interim Director
Office of Developmental Disabilities Services

You can get this document in other languages, large print, braille, or a format you prefer free of charge. Contact the Oregon Office of Developmental Disabilities Services at 503-945-5811 or email dd.directorsoffice@odhsoha.oregon.gov. We accept all relay calls.

For more information about relay service providers, visit oregonrelay.com or fcc.gov/encyclopedia/trs-providers.