



Infant & Toddler
Connection of Virginia

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Mental Retardation and Substance Abuse Services

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TO: Part C Local System Managers
Local Lead Agency Executive Directors
Local Lead Agency Fiscal Officers

FROM: Shirley Ricks, Director, Child and Family Services
Mary Ann Discenza, Part C Coordinator

SUBJECT: SFY 2006 Local Contract for Continuing Participation in Part C

DATE: May 04, 2005

Following this memorandum, you will be receiving an electronic copy of the SFY 2006 Contract for Continuing Participation in Part C. The contract was developed with the input of numerous stakeholders throughout the Commonwealth. Public comment was then received and revisions made based on the comments. The contract was then sent to the Office of the Attorney General and has been approved. Budget guidance and a sample budget have been included to assist local systems in developing their budgets.

It has been the goal of the Part C office to improve the contract development process and to ensure adequate time for review, signing and submission of the Part C contract. With this in mind, we are asking that you make **three (3) copies of the entire contract packet and submit them to the Part C office with original signatures** from the designated individual of the Local Lead Agency on each copy. The local system's budget is to be developed and included as part of the contract packet.

The signed contract, with the budget included, is due to the Part C office by June 01, 2005. The budget will be reviewed and once approved, the contract will be sent to Dr. Reinhard, DMHMRSAS Commissioner, for a final signature. An original will be returned to the designated individual from each local system. The contract will become effective July 01, 2005. Please send the three (3) copies, each with an original signature, to:

Mary Ann Discenza, Part C Coordinator
DMHMRSAS
Part C Early Intervention, 9th Floor
1220 Bank Street
Post Office Box 1797
Richmond, Virginia 23219

Please feel free to contact me at 804-371-6592 or contact your technical assistance consultant with any questions.