

(RRDS LETTERHEAD)

Late Revised Service Plan Notification

Date:

Name of Agency Supervisor:

Name of Agency:

Address of Agency:

Dear _____,

The Revised Service Plan for _____, who is a Participant of the NHTD waiver is now late.

We recognize that many factors can contribute to not completing the RSP in a timely manner. However, as you know, the approval of service provision can not be issued until the required RSP is received and approved by the RRDS. The lack of a current RSP may prohibit the waiver participant from accessing needed services, which may result in his/her inability to be maintained safely in the community.

Please submit the required RSP to me within seven (7) calendar days of the date of this letter, to avoid notification to DOH Waiver Management staff and the issuance of a Vendor Hold on your agency.

If you have any questions, please contact me at (_____) - _____.

Sincerely,

Regional Resource Development Specialist

cc: Service Coordinator