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|  |  DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA) **New Case / Resource Manager Assignment** |
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| CLIENT NAME AND ADDRESS | CLIENT REPRESENTATIVE NAME AND ADDRESS |
| RE: **New DDA Case / Resource Manager Assignment**This letter is to let you know that I am your new case / resource manager with the Developmental Disabilities Administration (DDA).My name is:   CASE / RESOURCE MANAGER’S NAME TELEPHONE NUMBER (AND AREA CODE) EMAIL ADDRESSYou can also reach me through 1- . If you have any questions or concerns, please call. I look forward to working with you.Thank you.cc: Client Representative Provider(s) |