

DATE:

Dear

As an annual requirement of the Developmental Disabilities Administration (DDA-DSHS) and King County Developmental Disabilities Division (KCDDD), I am writing you to let you know of important information regarding the services that you receive from SKCAC Industries and Employment Services. Your SKCAC Employment Specialist works with you to make sure that everything is going well for you on your job or if you are not employed, they are actively seeking a job for you. Your Employment Specialist will call you or visit you to ask you how your job is going, submit applications and job develop for you, see if you need anything to help you do your job or may provide daily supports to you, or a combination of these services. You are also welcome to contact your Employment Specialist or me if you have concerns about your job, job seeking efforts or need help with your job or more information about job seeking. Also, your employer may need some assistance in making sure that your work place is providing you the right support to be successful at your job and SKCAC is available to provide that service as well. Long term follows along services also provide job replacement should you need or want a new job. In general, the goal of long term follow along services is to make sure you have access to job supports when you need them for your employment success.

Traditionally, the cost of follow along services has been funded through the Washington State, Department of Social and Health Services, Developmental Disabilities Administration and King County Developmental Disabilities Section. Now, because there are many people who need this service, and due to the diminishing funds from the state, SKCAC Industries and Employment Services is required by our contract with King County to advise "of your obligation to identify all sources of funding appropriate and available to individuals to pay for the cost of this service". These resources include but are not limited to work incentive programs established by the Social Security Administration (PASS/IRWE) and private pay. Additionally, SKCAC Industries and Employment Services is required, per our contract with King County, to maintain documentation of this notification to you in our records.

Please find Social Security information at www.ssa.gov and see the attached form for you to complete regarding benefits you are receiving. Please return the completed form as soon as possible. Feel free to let me know if you have any questions or concerns about this notification and your funding resources. This notification does not change the services provided to you by SKCAC Industries and Employment Services. You are also welcome to contact your DD Case Manager or King County Developmental Disabilities Section (206) 296-5214 to answer any questions you may have. Also, please feel free to contact me.

Sincerely,

Debbie Meyers
Executive Director
(253) 395-1240 Ext. 4