



State of Connecticut  
Department of Developmental Services



Dannel P. Malloy  
Governor

Morna A. Murray, J.D.  
Commissioner

{DATE}

Fritz Gorst  
West Region Director

{NAME AND ADDRESS}

RE: {INDIVIDUALS NAME}

Dear Ms. {LAST NAME}

The region's Planning and Resource Allocation Team has reviewed your family members need for residential support. Using the Priority Checklist, your priority level has been determined and you have been assigned a **Priority 1** for residential service. Your priority assignment will be re-evaluated by your Case Manager at least annually, when your Individual Plan is reviewed, or sooner if your situation should change. Please contact your case manager if you have any questions regarding this determination.

If you do not agree with your Priority Assignment you have the right to request a Programmatic Administrative Review (PAR) with the Regional Director, which is an informal dispute resolution, and/or an Administrative Hearing with DDS, which is a formal hearing process established by law. Enclosed is a set of Frequently Asked Questions (FAQs) about each of these dispute resolution processes. The forms for filing these dispute resolutions can be obtained from your case manager or from the following web links:

PAR Form: [http://www.dmr.state.ct.us/forms/Request\\_for\\_PAR.pdf](http://www.dmr.state.ct.us/forms/Request_for_PAR.pdf)

Hearing Form: [http://www.dmr.state.ct.us/forms/UAPA\\_Priority\\_Hearing\\_Request.pdf](http://www.dmr.state.ct.us/forms/UAPA_Priority_Hearing_Request.pdf). Please contact your case manager if you would like further explanation of these options for dispute resolution or assistance with filing the request(s).

Sincerely,

*Tammy R. Garris*

Tammy Garris  
PRAT/Waiver Manager

cc. {CM FIRST INTIAL/LAST NAME}, CM  
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