



**child
development
services**

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CDS Informational Letter: Number 3

DATE: January 20, 2009

TO: Child Development Services Board Chairs, State Level Advisory Committee Members, and Regional Site Directors

FROM: David Noble Stockford, Team Leader and Policy Director,
Debra Hannigan, State Director, Child Development Services

RE: Program Approval

The new Program Approval Application forms are now posted on the CDS web site at www.maine.gov/education/speced/cds/index.html. We have been going out on site visits across the state and have approved several sites using the new system. We are also in the process of recruiting a cadre of site visitors who will be trained to conduct site visits throughout the state.

Under the old system, the certificate of approval did not specify an expiration date. This old system is being phased out. Under the new system, all programs, including CDS local programs, **must** become approved with the new system that will specify a beginning and end date. Programs will be approved for 3 years but have annual requirements to fulfill in order to maintain an approved status during the 3 year period.

Although we made an effort to contact all programs of this change, it is becoming apparent there are programs we did not reach with our notification letters and those programs may be conducting business under the old criteria. Our other disconnect is that Case-e lists the provider names not the programs for which they work.

Currently when a program is approved, a letter is sent to the provider, to the CDS local site director/s, to MaineCare and listed on the CDS State website (<http://www.maine.gov/education/speced/cds/progrfrms/programlst.html>). So you should be able to discern if you have any programs in your area for which you have no approval letter. It would be most helpful to us in this endeavor if you would send the names of those programs to Sue Kendall at your earliest convenience or no later than February 9, 2009.

If you have questions please contact Debra Rainey (Debra_Rainey@umit.maine.edu) or Janna Gregory (Janna.Gregory@maine.gov).