

Montgomery County Health and Human Services Committee Council has recommended that Montgomery County Department of Health and Human Services provide Coordination of Community Services to 500 Montgomery County residents deemed eligible by DDA for this service.

Since the county will serve 500 County residents during FY 2016, the individual or guardian must mail the Southern Regional Office that they are interested in changing their current Coordinator of Community Services (CCS). The Region will only accept US postal, UPS or Fed Ex letters. No emails, faxes, phone calls or one to one face communication will be accepted.

Once the request is received by the Regional office it will be dated and time stamped. Approvals will be on **first come first serve basis**.

Once reached the capacity of 500, the RO will continue to work with DHHS when a person moves out of the County, choose to transfer to another CCS provider or when the county decides to increase their current capacity by transferring the next person in our tracking system based on the date and time the RO received the request.

Transfer request letters must be submitted to the Southern Regional office effective May 14, 2015 to:

**Janice Stallworth, Regional Director**  
**312 Marshall Ave., 7<sup>th</sup> Floor**  
**Laurel, MD 20707**