July 15, 2015

<CDASS Client/AR>

<Address>

<City, State ZIP>

RE: Notice of CDASS Over-utilization

Dear <client>,

This letter is to summarize the conversation and agreement we had on <DATE>.

I have reviewed your CDASS monthly account statement for <MONTH/YEAR>, which shows that you have spent <$X,XXX>, which is ten percent (10%) or more than your approved Average Monthly Allocation. Your approved Average Monthly Allocation is <$X,XXX> for certification period ending <MM/DD/YYYY>.

It is recommended that you participate in further CDASS training provided by Consumer Direct Colorado. During training, you will learn how to manage your allocation and how taxes are paid. You will also be able to ask any questions you may have around budgeting or other CDASS components. If you would like a referral for additional CDASS training, please contact me. You may also contact Consumer Direct Colorado at (844) 381-4433 with budgeting questions you may have.

You have also agreed to budget within a reduced Average Monthly Allocation of <$X,XXX> for the month(s) of <MONTH> and <MONTH> YYYY, to resolve this occurrence of over-utilization.

If you fail to comply with these terms and/or continue to over-utilize CDASS services you will be required to designate an authorized representative or a new authorized representative if one is already assigned and may ultimately be terminated from CDASS in accordance with 10 CCR 2505-10 8.510.13.A. Therefore, if you are unable to manage your own care within these terms please consider designating an authorized representative or a new authorized representative if one is already assigned.

Keep in mind that CDASS is not necessarily the best option for all clients who meet eligibility and I am happy to work with you to select another option for care.

If you have any questions, my office hours are <Monday through Friday, 9 a.m. to 6 p.m.>. If you call and I am not available, please leave a voicemail message and I will return your call as soon as I can.

Sincerely,

Care Manager

Case management agency

(303) XXX-XXXX