<date>

<CDASS member/AR name>

<address>

<city, state zip>

Your Consumer-Directed Attendant Support Services (CDASS) Budget   
First Warning for Overspending

Dear <member/AR name>,

This letter summarizes the conversation we had on <date>. This letter addresses the member. If you are the member’s Authorized Representative, please understand that it is your responsibility to manage their CDASS Allocation spending properly.

The Monthly Member Expenditure Statement your Financial Management Services (FMS) contractor sent you shows that you spent too much money in <month/year>.

* Your approved CDASS budget is $<monthly allocation> every month until the end of your certification period on <MM/DD/YYYY>.
* You spent $<overspent amount>. This is <percent over> % more than your approved budget.

Spending too much now can impact the care you receive because you might run out of money before <cert period end date MM/DD/YYYY>. If you continue to overspend, you may be required to complete coaching about money management and get an Authorized Representative to help you stay within your budget. If the overspending continues after coaching and getting an Authorized Representative, you could be terminated from CDASS. The Colorado Code of Regulations at 10 CCR 2505-10 8.7514.O explains all of these possible consequences.

It is important for you to manage your CDASS budget appropriately. If you would like to learn how to better manage your budget, calculate overtime costs, and factor in taxes, please contact me. I will connect you with Consumer Direct for Colorado who will offer you personalized support.

If you have other questions about this letter or CDASS policies, please email me or call me between <CM office hours>. Leave a message if I miss your call and I will return your call as soon as I can.

Sincerely,

<case manager name>

<case management agency name>

<case manager phone number>

<case manager email address>