

OFFICIAL POLICY

DEPARTMENT OF DEVELOPMENTAL SERVICES



POLICY TITLE: Area Office Assignment
POLICY NUMBER: 2023-03 (replaces former Policy #1999-3)
DATE ISSUED: November 21, 2023
EFFECTIVE DATE: November 21, 2023
COMMISSIONER'S SIGNATURE: Jane F. Ryder, Commissioner
Jane F. Ryder

The Department of Developmental Services will support an individual as close as possible to the community in which the individual lives or has connections. The Department will designate a Regional Office responsible for the organization, coordination, and provision of services in accordance with the "Area of Service" definition at 115 CMR 2.01 and will designate an area office assignment for everyone receiving services.

The designation of an area office assignment identifies the DDS area office with responsibility for ensuring individual case assignment, prioritization as warranted, and that assessed service needs and supports are identified, arranged and procured if available and as resources allow.

Area Directors will consider the following criteria, not listed in any order of priority, in all decisions involving the designation of an individual's area office assignment:

- (1) The DDS area office with responsibility for the city or town in which the individual lives. For individuals receiving services from certain designated providers that accept individuals who privately pay and come from any location within or outside of the state, DDS may designate an area office other than the area with responsibility for the city or town in which the individual resides.
- (2) The location of the city or town responsible for providing special education to the individual under Chapter 766 of the Acts of 1972, as amended, if the individual is under 22 years of age.

The Department may designate or change an area office assignment for any individual or individuals as necessary to promote effective administration within the Department.

A determination of the Department regarding area of service is final and not subject to appeal.