Information Memorandum
ADD-IM-00-3
Issued: 3/2/00

TO:
Director, Designated State Agencies
Executive Directors, State Developmental Disabilities Councils
Chairpersons, State Developmental Disabilities Councils

SUBJECT:

LEGAL AND RELATED REFERENCES:

DISCUSSION:
As indicated in IM-99-7, all Developmental Disabilities Council Three Year State Plans must be submitted to this office via electronic Submission using the EDS system no later than August 15, 2000. Paper-based three year state plans will no longer be accepted.

To assist the DD Councils in properly completing the EDS format, attached for your use and retention are the Users' Guide Operating Manual for your state plan. Due to technical limitations, the Three Year State Plan will not be available on Adobe Acrobat file for Downloading. You are reminded that in previous IM, (IM-99-6) you have been forwarded a general users' guide to provide step-by-step instructions for performing various administrative functions.
You must have an email address (as used in preparation of your Program Progress Report (PPR) to enter data onto your state plan form. Please retain your hard copy of the attached Users' Guide for future reference.

You are reminded that you can record "narrative" information only in a WORD format to be entered at a later date (via cut and paste) onto the EDS generated form.

Should you have any questions regarding the EDS system please contact Lonnie Stewart at (202)690-5557, email astewart@acf.hhs.gov.

Should you have any further questions regarding the submission deadline, please contact John Gridley at 202-690-5906, email jgridley@acf.hhs.gov.

INQUIRIES TO:
Raymond Sanchez
Director, Division of Program Operations
Administration on Developmental Disabilities
Mail Stop: HHH, Room 300F
370 L'Enfant Promenade, S.W.
Aerospace Building
Washington, D.C. 20447
Telephone: (202)690-6590

Sincerely,

/signature/
Sue Swenson
Commissioner
Administration on Developmental Disabilities

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INDEPENDENCE PRODUCTIVITY INCLUSION SELF-DETERMINATION INTEGRATION