



South East Consortium for Special Services, Inc.

Dear Families, Guardians and Others,

I want to thank you for inquiring about the South East Consortium and how we might work with you in providing important programs and services for children and adults in need of our assistance.

South East's primary responsibility is to provide hourly respite programs, therapeutic recreation programs and leisure-related services to individuals with developmental disabilities and other special needs who reside in our component municipalities. If space permits we offer our programs and services to individuals residing outside those municipalities.

Enclosed you will find some forms which need to be completed and brought with you when you come for a mandatory in-take appointment. The forms marked with an asterisk (*) are required by the New York State Office for People with Developmental Disabilities (OPWDD) to determine eligibility for possible funding assistance from New York State. This is the information we need:

- ✓ A current IEP (Individual Education Plan) with IQ scores
- ✓ An Annual Review with IQ scores (for adults)
- ✓ Vineland or other Adaptive Behavior Scales
- ✓ DDP1 Form (required for registration)

Please insure the Admission and Medical Forms are accurate and complete. The Medical Form needs to be validated under the signature of a licensed physician. Both forms are valid for three years. The Medical Form needs to be updated as needed. **Please note we are requesting your permission to share confidential information with New York State OPWDD to determine possible funding eligibility.**

You are also asked to complete the Parent Questionnaire and, if possible, have the Teacher Questionnaire completed as well (applicants up to age 21). The more information we have regarding the applicant's needs and interests will better insure our ability to provide safe and productive services.

Once you have gathered and completed all the information please contact our office at (914) 698-5232 to arrange for an in-take appointment. Any additional information or paperwork requirements will be shared at that time.

Thank you for your interest in South East.

Sincerely,

Jerry Peters
Executive Director