



DDSN Executive Memo

TO: DSN Boards
QPL Providers

FROM: Casey Sternenberg
Cost Analysis Division, DDSN

DATE: October 1, 2019

RE: DDSN Quarterly Training

DDSN will hold another quarterly, half-day training at Central Office open to anyone interested in attending. The training will cover the same topics as the July 31st training: cost reports, funding bands, room and board, contracts, monthly invoicing, waiver credit reports, IT, cyber security, procurement requirements, internal audit processes and year-end reporting processes.

The training will be Tuesday, November 12th from 9am-12pm. You must register each employee who will be attending the training. We will need a minimum of five participants in order to conduct the training. The deadline to register is Friday, November 1st. Please see the attached link to register.

[Register for DDSN Training](#)

Should you have any questions, please contact Casey Sternenberg at csternenberg@ddsn.sc.gov