



EXECUTIVE MEMO

To: Executive Directors, DSN Boards
CEOs, Private Providers
Finance Directors
Case Management Supervisors

From: Deputy Director Pat Maley

Re: Transition of Jasper Fiscal Agent Program to Charles Lea Center, Effective 7/1/2021

Date: April 23, 2021

All Jasper County DSN Board (Jasper) Fiscal Agent Program services (Respite; In-Home Supports; UAP Attendant Care) will be transitioned to the Charles Lea Center after Jasper's contract expires on 6/30/21 or possibly sooner if logistics can be coordinated. There will be no effect on those agencies currently using the Charles Lea Center as their Fiscal Agent. If you received a memo from Jasper dated 4/15/2021 regarding this transition, please disregard—it was sent prematurely. Please continue normal Fiscal Agent Program transactions with Jasper until advised by DDSN of the formal transition plan via an Executive Memo on DDSN letterhead.

We have over two months to make this transition as smooth as possible. There are several ways to logistically make this happen, and obviously, DDSN is working its way through the options to select the simplest to implement for all parties involved.

All parties currently involved with Jasper Fiscal Agent Program transactions are asked to continue normal operations until re-contacted by DDSN with the formal transition plan. The transition plan should be disseminated by no later than Friday, April 30th via DDSN Executive Memo.

Your point of contact for the transition is Accounting Manager Debra Wilson, who can be reached at email Debra.Wilson@ddsn.sc.gov and phone# 803/898-9720.

Thank you in advance for your patience as we work through this transition.