

Sample letter for providing the individual or persons designated by the individual the written request for changing the service location’s APC (55 Pa. Code Chapter §6100.441(d)):

Dear **(insert individual’s name)**:

This letter is to let you know that we have asked that there be a change to your Individual Support Plan.

**(Insert reason for change of APC request such as:** We are asking for this change because someone you live with will be gone from the home for more than 30 days. When a person is gone from the home for more than 30 days, we ask that the number of people in the home be reduced in your Individual Support Plan. This is to help us make sure that people can return to their home when they are gone for a long time.)

If you have any questions about this please talk to **(insert staff person’s name)**.

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Sample letter for providing the individual or persons designated by the individual the Department’s response to the written request for changing the service location’s APC (55 Pa. Code Chapter §6100.441(e))

Dear **(insert individual’s name)**:

This letter is to let you know that we have asked that there be a change to your Individual Support Plan.

**(Insert ODP’s response to the request to change the service location’s APC, such as:** We just received notification approving the request to change your Individual Support Plan because one of the people you live with will be gone from your home for an extended amount of time. Your Individual Support Plan will reflect the number of people in your house at this current time.)

If you have any questions about this please talk to **(insert staff person’s name)**.