To ensure continuity of meaningful services and as an alternative to site-based day programs which are temporarily suspended by directive of The Office for People With Developmental Disabilities (OPWDD) effective March 17, 2020, [Chapter Name] is offering Group Day Habilitation within [Individual’s Name] home located at [Address].  On occasion, [individual’s name] may receive day habilitation in [his/her] residence. In instances of inclement weather, personal sickness/health, or national or state emergencies restricting access to services outside the residential setting, such as the current COVID-19 public health emergency. [Individual’s Name] will continue to be afforded personal choice in selection of their daily activities which may include participation in day habilitation services within their home. Such services will comply with all other applicable billing standards and shall be consistent with the provider’s assigned goals/supports/tasks as identified in [Individual’s Name] Life Plan and Staff Action Plan. This will begin effective [date] and continue until the public health emergency has subsided and site-based programs are resumed. Please contact me at [contact information] if you have any questions regarding this alternative programming. Thank you.

[Contact Name]