

CPS Reduction/Suspension Notification Letter due to COVID-19

Mailing Date:

Dear **[Name of Service Recipient]**:

We are writing to tell you that your Individual Support Plan (ISP) has been changed because **[Name of CPS Provider]** had to change the Community Participation Support (CPS) Services you have been receiving because of the COVID-19 pandemic.

These changes have been made because the provider cannot provide the same level of services as it did before the COVID-19 pandemic and follow the current federal and state guidelines established to safely operate its program.

The following changes have been made to your ISP as discussed by the team on **[Date of Team Meeting]**:

Service: (specify community and/or facility-based)

Effective date of the change:

Action:

Your provider will tell you when it is able to offer you facility-based CPS services. At that time, you can decide if you want to (1) receive your former facility-based CPS services or (2) request that any alternative services you are receiving stay in place.

If you have any questions or concerns about these changes, you can contact **[AE contact]** at **[Phone number]** and **[Email Address]**.

Sincerely,