



**State of Utah**

GARY R. HERBERT  
*Governor*

SPENCER J. COX  
*Lieutenant Governor*

**Department of Human Services**

ANN SILVERBERG WILLIAMSON  
*Executive Director*

**Division of Services for People with Disabilities**

PAUL T. SMITH  
*Director*

April 6, 2015

Dear DSPD Providers,

During the last legislative session, over \$18,000,000 in ongoing Federal and State funds was appropriated to raise the salaries of Direct Care Workers providing support to people receiving services through DSPD. The appropriation was given with very specific instructions. The most important is that 100% of the new funding must go toward raising Direct Care Worker wages and not to any administrative costs, and that Providers and DSPD are required to report back on the use of these new funds.

Many of you will have already received a letter from DSPD outlining the rate increase and the effective date. The attached spreadsheet contains instructions for reporting back your agencies use of the new funding. The first time you will need to send the spreadsheet back to DSPD is by 5:00 pm on May 15th, and you will need to have the first reporting period (1/1/2014 – 12/31/14) on the spreadsheet completed.

If you are a member of UACS you may have already received a copy of the spreadsheet and may contact UACS leadership for any questions on filling out the spreadsheet. UACS members and non-members may also contact DSPD for any questions or concerns. Please contact Clay Hiatt at 801-538-4198 or [clayhiatt@utah.gov](mailto:clayhiatt@utah.gov), or Paul Smith at 801-538-8299, [ptsmith@utah.gov](mailto:ptsmith@utah.gov).

Additional information may be requested as DSPD prepares for its initial report to the legislature in September.

Your timely and accurate response is essential in meeting the requirements of this new funding. Also, please be prepared to provide more detailed explanations of how the funding was utilized in your agency should an oversight agency want to audit any of the information reported. This may include the detailed payroll data used to arrive at both the baseline and any subsequent periods following the rate increase

Sincerely,

Paul T. Smith, Director  
Division of Services for People with Disabilities

Our Mission is to Promote Opportunities and Provide Supports for Persons with Disabilities to Lead Self-Determined Lives.