

MI DEPARTMENT OF HEALTH & HUMAN SERVICES
Division of Chronic Disease & Injury Control

MEMORANDUM

DATE: October 1, 2015

TO: Case Managers and Support Coordinators

FROM: Christine Farrell, RDH, MPA, Oral Health Program Director
Pam Manning, RDH, BAS, Dental Coordinator

SUBJECT: Developmentally Disabled Dental Treatment Fund (DDTF) FY16

For FY16, the maximum dollar amount per applicant will remain \$1,800. Clients must be 21 years or older to qualify for these funds. Attached are the FY 16 instructions, guidelines, and forms.

The applications will be reviewed and priority will be given to new clients and those with urgent treatment needs. In addition, the Oral Health Program may be contacting you for additional information and x-rays if there are questions on the treatment plan submitted. These funds are intended for emergency TX. They are not intended to provide routine prophylaxis care.

Case Managers/Support Coordinators: will send the completed DDTF Application with the ADA dental claim form (pre-authorization) to the Oral Health Program for review and approval. Incomplete applications or missing dental pre-authorizations will not be considered. Until a secure portal or encryption instructions are developed, the forms will continue to be faxed or mailed in. Do NOT fax x-rays! Fax completed forms attention: Pam/DDTF @ 517-335-8697. Mail pre-authorizations requiring x-rays to:

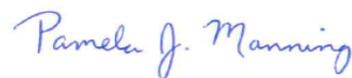
Oral Health Program/DDTF
109 W. Michigan Ave, 8th Floor
Lansing, MI 48913

Further information regarding qualifications, dental forms, and program procedures can be found in the **DDTF Guidelines FY16** and the **Comprehensive Instructions**. If you have any further questions, you may contact the dental coordinator at 517-241-5920 or ManningP3@michigan.gov. All identifying client information sent via **e-mail must be encrypted**.

Thank you for your cooperation and participation in the DDTF program for FY16.



Christine Farrell, RDH, MPA
Oral Health Program Director



Pam Manning, RDH, BAS
Dental Coordinator