



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

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To: Local System Managers  
From: Catherine Hancock  
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In response to requests from some local system managers, the Infant & Toddler Connection of Virginia Office at DBHDS has developed a contract template that local systems can use when contracting with providers. Although local systems are not required to use the template, I strongly encourage you to consider it. This template is based on contracts in use in a couple of local systems and has been carefully designed to cover the agreements that are necessary to ensure clear lines of responsibility for service delivery and financial matters.

The contract template was designed to cover the requirements that would be applicable for most local systems and with most providers. In order to address issues specific to your local system or with a given provider, you may need to customize the template. To assist you, I am also attaching a 1-page document that identifies some of the ways you may wish to adapt the template for your use. I recommend that you follow your agency's procedures for obtaining a legal review of the contract template to ensure it meets local/agency requirements prior to using it to contract with a provider.

If you have any questions about the contract template or would like assistance in adapting it for your local system, your Technical Assistance Consultant is available to help.