



# **Administration on Developmental Disabilities Administration for Children and Families U.S. Department of Health and Human Services**

## **Documents to be Submitted to ADD When Requesting Approval for New UCEDD Director**

- Copy of proposed Director's CV
- Description of major responsibilities as UCEDD Director and how the responsibilities compares to that of the former director
- Description of how the new Director will manage the UCEDD and implementation of the UCEDD core functions:
  - Interdisciplinary preservice preparation and continuing education
  - Community services (e.g., training, technical assistance, model demonstration of services)
  - Research
  - Information Dissemination
- Summary of qualifications of proposed Director to manage and oversee the UCEDD

## **Documents to be Submitted to ADD When Requesting Approval for an Interim UCEDD Director**

- Copy of proposed Interim Director's CV
- Description of major responsibilities as Interim UCEDD Director and how the responsibilities compares to that of the former director
- Description of how the Interim Director will manage the UCEDD and implementation of the UCEDD core functions (e.g., Interdisciplinary preservice preparation and continuing education, Community services, Research, and Information Dissemination) during the transition period
- Detailed plan, timeline, and methods for recruitment of a permanent Director

### **Documents should be mailed to the ADD Project Officer at:**

Administration on Developmental Disabilities  
Administration for Children and Families  
U.S. Department of Health and Human Services  
370 L'Enfant Promenade, SW  
Mail Stop: HHH-405D  
Washington, DC 20447

### **Questions?**

Contact your ADD Project Officer