

**STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES**

**Policy No: I.C.1.PO.005**

**Subject: Discontinuance of Services**

**Section: Services and Supports, Case Management/Broker Services**

**Issue Date: July 30, 2003**

**Effective Date: Upon release**

**Note: Technical revisions were made to this policy on October 31, 2024, to ensure the policy reflects respectful and person first language. No substantial changes were made.**

**A. Purpose**

An individual's services or supports from DDS may be discontinued, including case management, for any of the following reasons:

1. The individual no longer meets eligibility requirements as defined in the DDS Eligibility Policy or Connecticut General Statutes Section 1-1g.
2. The individual is no longer a resident of the state of Connecticut.
3. The individual or his or her legal representative has requested services be discontinued.
4. The whereabouts of the individual is unknown and/or the department is unable to contact him or her over a period of six months.

**B. Applicability**

This policy shall apply to all individuals who are eligible for supports and services of the department.

This policy shall not apply to individuals who are within the custody and control of the department.

This policy shall apply to case managers, case management supervisors, and DDS staff responsible for determining eligibility.

**C. Definitions**

See Case Management Definitions at the beginning of this section.

**D. References**

1. CGS 1-1g, "Definition of Intellectual Disability"
2. Eligibility Policy and Procedure Rules
3. Discontinuance of Services Procedure

**E. Attachments**

None