



County Commissioners

Joshua G. Parsons, Chairman
Ray D'Agostino, Vice-Chairman
Craig E. Lehman

Executive Director

Rick Kastner, M.Ed.

MEMORANDUM
OF
IMPORTANCE

TO: All LCDAC Contracted Providers with a LCDAC Grant Funded Case Manager

FROM: Rick Kastner, LCDAC Executive Director

SUBJECT: Provider Responsibility When Hiring A Case Manager & Filling Case Manager Vacancies Thereafter

TODAY'S DATE: 01052022

EFFECTIVE DATE: 01052022

To ensure that the Case Management Positions funded through the LCDAC office remain solvent, the following shall be honored by the Provider:

1. Upon **initial** hire of the Case Manager(s) designated in the contractual agreement, a resume of said Case Manager(s) will be emailed to the LCDAC office: DrugAlcohol@co.lancaster.pa.us
2. **Thereafter**, if/when a vacancy transpires, the Provider MUST inform LCDAC of said vacancy BEFORE filling the position OR BEFORE assigning another staff person to fulfill the responsibilities of the vacated CM position
 - a. The Providers CANNOT fill a vacant position with a NEW staff person UNTIL written approval has been received from LCDAC that the position may be filled;
 - b. Providers CANNOT have another employed staff member fulfill the vacated CM position responsibilities until written permission is secured from LCDAC

In the next contractual cycle, this information will be included in your LCDAC contractual agreement.

Your investment in this collaborative process is greatly appreciated!!

