



State Intermediate Educational Unit  
# 146 State House Station, Augusta, ME 04333  
Telephone (207) 624-6660  
Fax (207) 624-6661  
[www.maine.gov/education/speced/cds](http://www.maine.gov/education/speced/cds)

Administrative Letter Number 23

TO: CDS Board Chairs, CDS Site Directors

FROM: Debra Hannigan, State CDS Director  
David Stockford, Policy Team Leader

DATE: December 10, 2009

RE: Curtailment

Due to the recent State budgetary shortfall it is necessary that urgent action be taken by Child Development Services.

The following items will go into effect immediately.

- All staff must be aware of and follow guidelines to provide and promote fidelity to IDEA/ Chapter 101.
- Budget Freeze-
  - Hiring Freeze for all positions. If a Board has determined that a position is critical, the board must provide justification to the CDS State IEU prior to advertising, interviewing and hiring (use the attached form).
  - Spending Freeze on non-essential items.
    - Purchases by credit card will only be honored for essential items. Site Directors should check with the State IEU if they are not sure about a particular item.
    - Purchase items as needed (stock piling items is not encouraged).
  - Spending on Site-level Professional Development is not allowed.
    - Course reimbursement, other than courses funded through ARRA funds, will not be granted.
  - General administrative documents that do not contain confidential information or information that could identify a specific child should be disseminated using email.
  - Copiers and printers should be used for essential items and should not be used for personal use.
- Targeted Case Management Incentive Funds – These funds are to be used for essential staff, supplies, staff development and equipment. TCM Incentive Fund expenditures must be approved by the CDS State IEU prior to purchase/



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finalization. Approval is required to ensure audit guidelines are being followed.

- Energy Savings-
  - Thermostats should be set at 68 degree in the warming season (winter) and at 73 degrees in the cooling season (summer) (per State guidelines).
  - Replacement bulbs should be energy efficient.
  - Limit traveling to necessity only. Board review of traveling patterns is suggested.
  - Utilize teleconference whenever possible.

Due to the required curtailments Part B-ARRA applications will have the availability to be reviewed and changed if appropriate. All activity changes must be approved through the State Office. Information on how to make these changes will be made available.

The CDS Curtailment Committee is reviewing several other options that will be recommended to produce savings throughout the CDS System for the remainder of this fiscal year and for FY 2011.

If you have any questions or suggestions please submit them to Debra Hannigan at [Debra.Hannigan@maine.gov](mailto:Debra.Hannigan@maine.gov) and/or Mike Boucher at [Mike.Boucher@maine.gov](mailto:Mike.Boucher@maine.gov).