

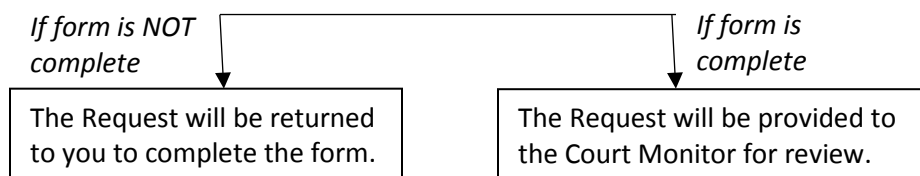
## VARIANCE PROCESS

1. Before submitting a Request for a Variance, check that all sections of the form are completed. Incomplete forms will not be processed.
2. **Please send the form by mail or secure mail to the Division of Developmental Disabilities:**

Mail: BHDDH-DDD  
ATTN: Consent Decree Variance Request  
6 Harrington Rd  
Cranston, RI 02920

Email: Anne.LeClerc@bhddh.ri.gov (see secure email instructions on next page)

3. DDD will review the Request for completeness.



4. The Court Monitor will determine whether a variance is appropriate.
  - a. The Monitor may ask for more information.
  - b. The Monitor may want to meet with you and/or your family, caregiver or guardian to talk about the request for a variance.
5. The Court Monitor will let you know his decision within 30 days of receiving the Request for a Variance and all supporting documentation.
6. If you are granted a variance, you must be reassessed by a qualified professional and have your employment goal re-evaluated within 6 months from the date the variance is granted.
7. If you are granted a variance, each year at your annual planning meeting you will discuss if you want to keep the variance or if you would like to get a job.
8. At any time, you can change your mind and cancel the variance and choose to receive supported employment services in a competitive, integrated job. If you change your mind, let your DD social caseworker and your provider know.

# State of Rhode Island Encrypted Email Instructions

## External Users – Composing a Secure Message to State Employee

Go to the link <https://securemail.ri.gov/encrypt> you will then be prompted to enter your email address.

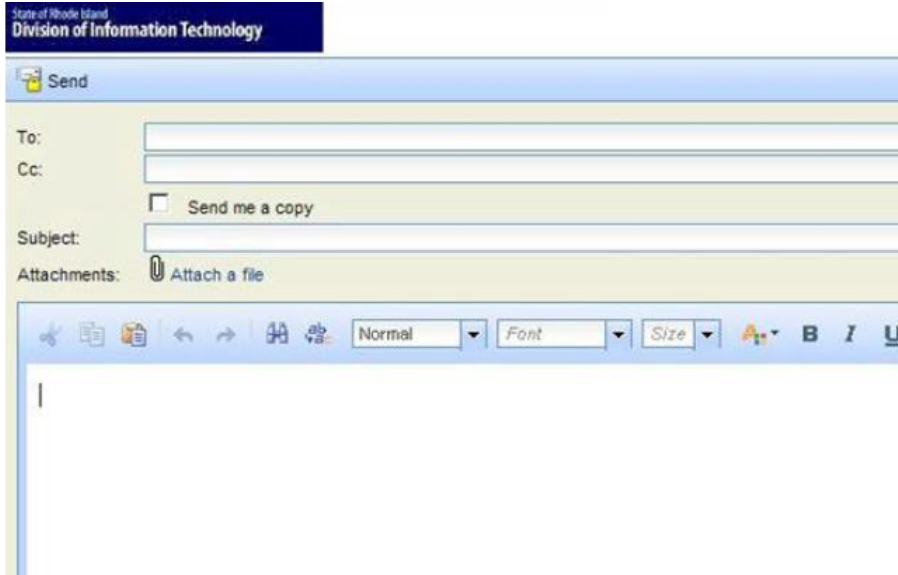
If the user has already registered with Proofpoint Encryption, the user will be prompted to provide a password to authenticate before they can compose a secure message.

If the user has not already registered with Proofpoint Encryption, the user is prompted to create an account. The user will then receive a email confirmation to complete the registration process.



**Important:** For security reasons, registering, authenticating, and composing secure messages with Proofpoint Encryption must be completed in the same browser, on the same system, within a 30-minute period.

Users can compose a message to internal State Employees, as well as attach files to the email. The attachments do not need to be encrypted as the connection between the external user and the State Secure Email Portal is encrypted.



Once message is composed, select Send in the upper left corner. Once the message is sent, you will receive a notice in your browser confirming that the message has been sent.

You can then select New Message to Compose another message or select Logout and close your Proofpoint session.