

**DDD-PI-074**

TO: Human Service Center Directors  
Infant Development Program Coordinators  
Regional Developmental Disabilities Program  
Administrators

FROM: Gene Hysjulien, Director  
Disability Services Division

DATE: December 10, 1996

SUBJECT: (Part H) Costs Exempt from Administrative Allocation  
when Determining Interim and Final Infant Development  
Rates

The following, as approved by the Developmental Disabilities Unit Part H Coordinator, are the exemptions for (Part H) costs from administrative allocation when determining interim and final infant development rates:

1. Costs incurred for the early intervention toy/equipment lending libraries reimbursed from Part H at each of the infant development programs.
2. Costs incurred to purchase training materials and resource materials for early intervention personnel or families with children birth through age two who are at risk, high risk, or developmentally delayed.
3. Costs incurred for the purchase of computers, other related hardware and software for infant development programs used for parent training.

Examples of "Part H" costs that would be included when allocating administrative costs include, but are not limited to: salaries, benefits, contracted service costs, office furniture and equipment, travel expenses, cellular phone charges, rent and training expenses including tuition/registration, and travel expenses.

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