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Kay Ivey
Governor

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M E M O R A N D U M
(26-DD-13)

TO: Direct Service Providers & Support Coordination Agencies

FROM: Camille Cumuze, Associate Commissioner
ADMH-Division of Developmental Disabilities *Camille Cumuze*

DATE: September 30, 2026

SUBJECT: Workforce Provider Data Request – Wage Compliance Documentation

As part of the Department of Mental Health, Division of Developmental Disabilities Services (ADMH-DDD), ongoing review of Workforce Recruitment and Retention program funds, we are issuing an annual request for wage documentation from providers who receive these funds. This information helps ADMH verify how program dollars are being used to support Direct Service Professional (DSP) and Support Coordinator (SC) recruitment and retention activities.

Under the DMH Audit Guidelines Manual, Section 5: Records – Retention and Access Requirements, providers must make supporting documentation available to DMH upon request. Because this review is conducted annually, the wage documentation below must be submitted each year for the previous fiscal year.

Please submit the following wage information for fiscal year 2026 by October 31, 2026:

- Payroll documentation showing:
 - Wage paid to the individual prior to the start of the Program (baseline)
 - Wage paid to the individual at the end of the fiscal year
 - Any bonuses paid during the fiscal year
- Payroll documentation must include at minimum:
 - Employee identification number (do *not* include Social Security numbers)
 - Total hours worked for each pay period
 - Gross wages for each pay period
 - Any paid time off (vacation, holiday, etc.), if available

cc: Barbra Huguley, ADMH-DDD Director of Community Program
Sekeena Holt, ADMH-DDD Director of Fiscal Operations
Francilla Allen, ADMH-DDD Director of Support Coordination
ADMH-DDD Regional Fiscal Managers
ADMH-DDD Regional Community Services Directors

