



B. J. Walker, Commissioner

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December 2, 2004

MEMORANDUM

TO: Managers of Field Operation
Independent Living Program Supervisors
Independent Living Program Coordinators

FROM: Millicent Houston, Manager
Independent Living Program

THROUGH: Alan Davis, Director
Fiscal Services Section

SUBJECT: Secret Santa: Independent Living Program (ILP) Funding Restrictions

Please be advised that the use of state and federal funds for the purpose of purchasing gifts is strictly prohibited. As such regional Independent Living Coordinators should not be asked or expected to use ILP funds to purchase items from 'Secret Santa' and/or other holiday wish lists. Eligible youth should be encouraged to participate in scheduled ILP activities in order to obtain allowable benefits.

As in previous years, financial donations to the agency may be used for the purchase of gift items for youth. Donated gift items may also be distributed to youth.

cc: Wilfred Hamm, Social Services Section Director
Janet Manning, Acting Policy and Program Planning Unit Manager