
Effective Dates: 07/14/1992 - Present

SENSITIVE - NOT TO BE SHARED WITH THE PUBLIC

Basic (07-92)

PM 00226.702 Regional Office Oversight of Closure of a DDS Decentralized Office

A. Introduction

This section sets forth RO responsibilities for overseeing the timely and effective closing of a State DDS's decentralized office.

B. Policy for general

When an Office of Disability decision is made to close a DDS decentralized office, the RO must appoint an SSA coordinator/expediter to oversee transition, reach agreement with State officials on methods and timeframes for a smooth transition, and obtain a DDS transition plan.

The transition plan must:

Provide for an orderly sequence of closure activities with consideration given to such matters as outstanding contracts, agreements and leases pertaining to the office operation, and

Include an assessment of the impact of the office closing on DDS personnel, equipment, services and operations.

ALERT: Union agreements, State approvals, political pressure and personnel procedures may be barriers to a successful transition.

C. Policy for assessment

In assessing the impact of the office closing, the RO must:

1. Personnel

Ascertain what personnel will be transferred or terminated.

2. Equipment for closing office

a. **Ascertain the conditions** of leases, agreements, and contracts, e.g., termination penalty clauses of the closing office for:

- Space (interior);
- Office machines;
- Furniture; and

- Shared Systems (other State or private agencies).
- b. **Determine what equipment** owned by SSA will be transferred and the disposition of nontransferable equipment.

3. Equipment for remaining office

Provide for the expansion of remaining offices with regard to:

- Telephone numbers, types;
- Electrical outlets, number, types, capabilities;
- Systems equipment, e.g., Advanced Record System, EDP;
- Offices and partitions;
- Furniture; and
- Storage.

4. Services

Provide a process for the transition of the DDS facilities, including:

- Custodial services;
- Guard services;
- Mail delivery;
- Parking facilities;
- Special services (repairs, telephone, special cleaning, transport, etc.); and
- Clerical services.

5. Caseload management

Manage claims cases as follows:

- a. **Prepare instructions** to field offices for sending claims and material to the new location (s).
- b. **Oversee** the transfer of claims and claims material to the new location(s).
- c. **Visit** the DDS to monitor the transition.
- d. **Monitor** the quality of performance during the transition and ability of the State to handle workloads.
- e. **Determine** the means for handling mail receipts that arrive at the DDS after the transition.

6. Cost assessment

Manage cost assessment as follows:

- a. Fully **document** and **verify** transition costs.

- b. **Arrange** a final audit of the DDS costs associated with closure of the decentralized location(s).

Link to this section:

(b) (7)(E)

PM 00226.702 - Regional Office Oversight of Closure of a DDS Decentralized Office

Batch run: 06/07/2013

Rev:07/14/1992