

# YORK/ADAMS DRUG AND ALCOHOL PROGRAM

*Providing program planning and referral services for prevention, intervention, and treatment*

**York County  
Commissioners**  
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**York/Adams Drug & Alcohol Program Administrator**

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George Weikert  
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Lisa A. Moreno

## M E M O R A N D U M

**TO: All YADAP Contracted Treatment Providers & YADAP Staff**

**FROM: Shawn McNichol, YADAP Administrator**

**SUBJECT: Using Most Current YADAP Paperwork Processes  
with Correct/Most Current YADAP Paperwork Forms is  
REQUIRED**

**TODAY'S DATE: November 23, 2010**

**Effective DECEMBER 1, 2010, ALL CONTRACTED TREATMENT PROVIDERS and ALL YADAP STAFF are REQUIRED to utilize the most current YADAP paperwork processes as well as the most current YADAP paperwork forms.**

**Current YADAP paperwork instructions and current paperwork forms can be found on the YADAP website: [www.ycd-a.org](http://www.ycd-a.org).**

**Please be advised that failure to adhere to the aforementioned directives may result in:**

- a. a delay of funding; and/or**
- b. denial of funding payment; and/or**
- c. forfeiture of payment (if the current forms are not in the client charts at the time of the monitoring site visit).**

**Questions regarding this MEMORANDUM may be directed to Audrey Snyder, Case Management Supervisor or to Shawn McNichol, Administrator.**

**Thank you for your cooperation in this matter.**

