



## DDSN Executive Memo

**TO:** DSN Boards  
QPL Providers

**FROM:** Casey Sternenberg  
Cost Analysis Division, DDSN

**DATE:** January 28, 2020

**RE:** DDSN Quarterly Training

DDSN will hold another quarterly, half-day training at Central Office open to anyone interested in attending. The training will cover the same topics as the previous two trainings: cost reports, funding bands, room and board, contracts, monthly invoicing, waiver credit reports, IT, cyber security, procurement requirements, internal audit processes and year-end reporting processes.

The training will be Thursday, February 27th from 9am-12pm. You must register each employee who will be attending the training. We will need a minimum of five participants in order to conduct the training. The deadline to register is Thursday, February 20th. Please see the attached link to register.

[Register for DDSN Training](#)

Should you have any questions, please contact Casey Sternenberg at [csternenberg@ddsn.sc.gov](mailto:csternenberg@ddsn.sc.gov)