**SMS Terms & Conditions**

**1- SMS Consent Communication:**

The information (Phone Numbers) obtained as part of the SMS consent process will not be shared with third parties for marketing purposes.

**2- Types of SMS Communications:**

If you have consented to receive text messages from Southeastern Developmental Services, you may receive messages related to the following (provide [SMS Terms and conditions](SMS%20Terms.pdf) examples):

* Time sheet approvals
* Follow-up messages
* Paycheck approvals
* Promotions or offers (if applicable) If you see the customer selecting a conversational use case, do not add this reference to your email thread, instead, make sure the customer adds the matching use cases to this portion of the Terms info}.

***Example****:* *Good morning, if you need time adjustments or help with PTO request, please let your supervisor know. If everything is correct, please go in and approve your pay period so that we know there are no changes that need to be made. If you are unable to locate the approved pay period at the bottom, please let me know. You will know when you have approved it once your timesheet turns yellow. If you have any questions, please feel free to respond to this number or contact your supervisor. Thank you*

*You can reply STOP to opt out of SMS messaging from Southeastern Developmental Services at any time."*

**3- Message Frequency:**
Message frequency may vary depending on the type of communication. For example, you may receive up to [2] SMS messages every other week related to your time sheets.

**Example:**
"Message frequency may vary. You may receive up to 2 SMS messages per week regarding your appointments or account status."

**4- Potential Fees for SMS Messaging:**

Please note that standard message and data rates may apply, depending on your carrier’s pricing plan. These fees may vary if the message is sent domestically or internationally.

**5- Opt-In Method:**

You may opt to receive SMS messages from Southeastern Developmental Services in the following ways:

* Verbally, during a conversation
* By submitting an online form
* By filling out a paper form

**6- Opt-Out Method:**

You can opt out of receiving SMS messages at any time. To do so, simply reply "STOP" to any SMS message you receive. Alternatively, you can contact us directly to request removal from our messaging list.

**7- Help:**

If you are experiencing any issues, you can reply with the keyword HELP. Or you can get help directly from us at [www.sdsccb.org](http://www.sdsccb.org)

**Additional Options:**

* If you do not wish to receive SMS messages, you can choose not to check the SMS consent box on our forms.

**8- Standard Messaging Disclosures:**

* Message and data rates may apply.
* You can opt out at any time by texting "STOP."
* For assistance, text "HELP" or visit our [Privacy Policy] and [Terms and Conditions] pages.
* Message frequency may vary