

TO:

FROM: Developmental Disabilities Administration (DDA)

SUBJECT: Application Procedure

This is the application packet you requested which includes:

1. Request for DDA Eligibility Determination, DSHS 14-151
2. Consent form, DSHS 14-012
3. Notice of Privacy Practices for Client Confidential Information, DSHS 03-387
4. Table of: Eligible Conditions Specific to Age and Evidence Required to Determine Disability
5. Additional forms as required.

Please complete, sign and/or return the following “List of Required Attachments:”

- Signed application with all parts completed.
 - Copies of any medical or psychological assessments or school reports that indicate the Applicant's disability.
 - Signed Consent form – be certain to include addresses and telephone numbers for all providers.
 - Signed HIPAA form (Notice of Privacy Practices for Client Confidential Information, DSHS 03-387)
 - Photocopy proof of Applicant's residency in Washington State (utility bill, voter registration, etc.). If the Applicant is a child, proof of custodial parent's residency.
 - Copy of Social Security card or documentation of SSN, if one exists.
 - Copy of birth certificate or legal adoption papers.
 - Copy of Court-Ordered Parenting Plan (if applicable).
 - Copy of guardianship papers (if applicable).
- If you need DDA to send for documentation and evidence, you must return a signed and completed Consent form with addresses and telephone numbers for providers.
 - DDA refers all children under age three to the local lead agency for early childhood services.

You will find additional information online at <https://www.dshs.wa.gov/dda/consumers-and-families/eligibility>.

Return the application and required documentation using the addressed return envelope sent with the application packet or to the local office listed in the Request for Eligibility Determination (DSHS 14-151).

If you have questions or need assistance with the application, please call one of the toll free numbers listed in the instructions included with the Request for Eligibility Determination (DSHS 14-151).