



Informing Families

Today and Tomorrow

A Partnership for Better Communication
on Developmental Disability Issues in Washington State

Understanding the Role of the Developmental Disabilities Administration (DDA)

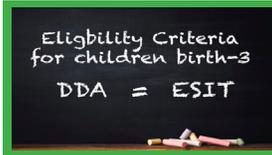
for families of children birth to 3 in Early Intervention



Why You Are Being Asked to Apply to DDA

The specialized therapies and educational services your child and family receives with the help of your Family Resources Coordinator (FRC) are paid, in part, through DDA funds. Even if you have private insurance, funding through DDA is part of the publicly funded services provided by most early intervention providers. **Simply put, becoming DDA eligible allows your 0-3 provider to access DDA funding for your services.**

For some children with medically intensive needs, additional services may also be available such as in-home nursing services.



Did You Know?

In Washington State, eligibility criteria for DDA and the Early Support for Infants and Toddlers (ESIT) program are the same for children ages birth to three.

What to Expect

Once your DDA application is accepted, you will receive a letter called a “Planned Action Notice.” The notice simply cites the rules that make your child eligible, and notifies you when eligibility will need to be reviewed.

You may receive a letter from DDA around your child’s 3rd birthday, indicating that you are now on the “no paid services” caseload. This means you have no assigned case manager or paid services. To request an assessment for paid services please call the number listed on the letter.

Six months before your child’s 4th birthday you will receive notice that your child’s eligibility will expire at age 4. It is important to call the number provided to get information about the process.

DDA eligibility will also be reviewed again at ages 10 and 18. For more information on eligibility, visit dshs.wa.gov/dda.

Reasons to Re-Apply with DDA at Age 4

- ▶ Some children do get DDA services right away. No waiting.
- ▶ Becoming a client as a child helps transition to services as an adult.
- ▶ DDA clients who don’t get paid services receive useful information.
- ▶ Eligibility puts you a step ahead in the event your child needs more support than you can provide.
- ▶ Documenting your child’s needs helps everyone. Even if you are denied a service due to lack of funding, you provide data that gives the state a true picture of the number of eligible people and their unmet needs.

**Beyond 0-3
DDA Services Include:**

- Respite
- Personal Care
- OT/PT/Speech & Hearing
- Home & Vehicle Modifications
- Skilled nursing
- Short-term Emergency Services
- Supported employment and in-home support (for adults).

How to Apply for Developmental Disabilities Administration (DDA) Services for Your Child

STEP ONE:

Call the Bellingham DDA office at 360-714-5000 and ask to apply for DDA for your child.

DDA will mail you an application packet. (Or you can go to their office and pick it up.)

STEP TWO:

- Fill out all parts of DDA application.
- Be sure to fill out and sign consent forms.
- Gather evaluation and diagnostic reports (e.g. special education records, diagnostic medical records, psychological evaluations, etc.) and include them with the application. If you don't know how to get these records, ask DDA for help.
 - ✓ *Always keep copies of all of your child's diagnostic information and special education records (especially 3-year evaluation reports)!*
 - ✓ *Schools destroy records after 7 years, so when your child leaves school, be sure to ask for his or her special education records. Having these records can be critical to be eligible to receive adult services later in life!!*
- Mail all parts of application to DDA or drop it off at DDA office at 119 N. Commercial St., Suite 700, Bellingham, WA 98225.

- DDA will send you a letter saying whether or not your child is eligible for DDA.

✓ *It can take up to 90 days to hear if your child is eligible.*

- If your child is eligible, the letter will say s/he is a DDA client with "No Paid Services" (NPS) and it will include the NPS phone number.

STEP THREE:

- Now that you know your child is eligible for DDA, call the NPS phone line, 1-800-567-5582, to request services. Your child may be eligible for Individual and Family Services Program, or for DDA "waiver" services.
 - ✓ *DDA will not call you unless you call them first!*
- Tell DDA what you need help paying for, e.g., behavior therapy, respite services, help taking care of him/her in your home, funding for summer camp, etc.
- If your child is on WA Apple Health for Kids (Medicaid), ask to set up an assessment to see if your child can get Community First Choice Personal Care services (formerly called Medicaid Personal Care.)