Ready, Set, KNOW...

Developmental Disabilities Administration (DDA) Eligibility Flow Chart

Are you a client of DDA?

YES

Are you receiving a paid DDA service?

YES

Are you looking for personal care services to help with activities of daily living (e.g., dressing, bathing, hygiene, toileting, cooking, shopping)?

Contact DDA to request Community First Choice (CFC).

You will need to be Medicaid eligible in order to receive CFC services (see next step).

NO

Are you looking for services other than personal care, such as respite, supported employment, supported living, and more?

Contact DDA to request a Home & Community Based Services waiver.

You will have a functional assessment and your DDA case manager will submit a waiver request on your behalf. If you are approved, DDA will notify their Long Term Care Team who will contact you by mail to determine your financial eligibility.

NOTE: You do NOT have to be Medicaid eligible to request a waiver.

Are you eligible for SSI and or Apple Health?

YES

If you requested CFC Services a functional assessment will be done to determine your personal care hours and other CFC benefits.

If you requested Waiver Services your DDA case manager will finalize your person centered service plan and ask you to sign it and a form that says you accept the waiver.

NO

If you requested waiver services for a minor, andyour family income is too high to qualify for traditional Medicaid, your family resources will be disregarded during the Medicaid eligibility review.

Do you have an unmet need?

Let your DDA case manager know that your family member's needs or circumstances have changed. Request additional services and/or hours.

NO

Fill out a Request for DDA Eligibility Determination. Obtain an application from your local DDA office or online at: dshs.wa.gov/ddd/eligible.shtml

Be sure s to submit all the required documentation with your application:

- ☐ Signed Consent form
- ☐ Full Scale IQ tests
- ☐ Adaptive skills tests
- ☐ Psychological reports
- ☐ School records (for children or young adults)
- ☐ Medical records related to the disability

Were you determined eligible for DDA?

YES

Contact DDA to request services.

NO

Individuals who meet financial eligibility for SSI and Apple Health may still qualify for personal care and other services under Community First Choice (CFC):

- For persons under age 18, contact DDA.
- Persons 18 or older, apply for CFC through a DSHS Home & Community Services Office: dshs.wa.gov/ALTSA/ resources