



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: ELIGIBILITY DETERMINATION POLICY 11.01

Authority: RCW 71A.10.020(2), 71A.10.060, 71A.16
WAC 388-825-100, 388-825-120, 388-825-030

BACKGROUND

The Division of Developmental Disabilities (DDD) provides a variety of services and programs for eligible individuals and their families. The requirements for an applicant's condition to be considered a developmental disability at the time of the initial determination or upon review of eligibility are described under WAC 388-825-030.

PURPOSE

The purpose of this policy is to ensure compliance with RCW 71A.10 and 71A.16 and consistency of procedures used when eligibility is determined.

SCOPE

This policy applies to all DDD field services staff who determine applicants' eligibility/ineligibility for services from DDD.

POLICY

DDD shall ensure that all applicants who are determined eligible or ineligible for DDD services are appropriately notified of the decision, and, in the case of denial of eligibility, their right of appeal.

PROCEDURES

Staff shall make the eligibility determination within ten (10) working days of receipt of the required documentation. Current clients who are redetermined to be ineligible will be given at least thirty (30) days notice before terminating their eligibility and DDD services. Staff have the discretion to provide more than thirty (30) days notice from the date of decision to the date of eligibility termination in order to allow for a more orderly transition out of DDD services.

- A. The basis for the decision shall be documented by:
1. Completing the "Eligibility Checklist," DSHS 10-213; or
 2. Writing the reason in the narrative record of the applicant's file; and
 3. Completing the bottom of the DSHS 14-151 "Application For DDD Services" form, or another department-approved form.
- B. **Eligible** applicants and the person required to be notified by RCW 71A.10.060 will be notified in writing of their eligibility status and provided the name and number of a DDD staff they can contact for further assistance. For children age birth to three years, provide the name and phone number of the Family Resource Coordinator (FRC). The client copy of the completed "Application for DDD Services" will be enclosed with this letter.
- C. **Ineligible** applicants will be notified **by certified mail** of the denial along with the necessary documents. The person required to be notified by RCW 71A.10.060 will receive a copy of all of the information sent the applicant. Staff shall:
1. Write a personal letter which includes the following elements:
 - a. Reason(s) for the denial;
 - b. The documentation used;
 - c. Description of referrals made on the applicant's behalf, and/or reference made as to where to seek further help. For children age birth to three years, provide the name and phone number of the local Family Resource Coordinator (FRC);
 - d. For current clients who have been redetermined to be ineligible, the date their service termination becomes effective;
 - e. When eligibility is denied due to insufficient documentation, describe efforts to obtain adequate information; and
 - f. The right to appeal the decision and the timeline for doing so.

2. Send the following with the applicant's letter:
 - a. A copy of the completed "DDD Application for Service" form (DSHS 14-151);
 - b. A copy of the DSHS 09-348, "Rights of Appeal/ Eligibility" form, with the top section of the form completed by DDD staff; and
 - c. A copy of WAC 388-825-030 concerning eligibility.
3. Call, or see the applicant in person, to explain the denial of eligibility and the person's right to appeal the decision. Assist the person to appeal if they ask for assistance to do so. For example, if the person is unable to write but wants to send a request for appeal, help the person do so, and refer the person to an advocate or family member to help them with the appeal process.
4. Maintain copies of all correspondence and certified mail receipts in the applicant's file and document, sign, and date in the narrative record of the file all interviews and phone contacts made with, or on behalf of, the applicant.

SUPERSESSSION

DDD Policy 11.01
Issued April 8, 1996

DDD Policy 11.01
Issued 2/17/94

Approved: /s/ Timothy R. Brown
Director, Division of Developmental Disabilities

Date: 4/13/2000