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| Transforming Lives |  DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA) Inventory for Client and Agency Planning (ICAP) |
| DATE:  CLIENT / APPLICANT NAME AND ADDRESS REPRESENTATIVE NAME AND ADDRESS |
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| FOLD HERE FOR WINDOW ENVELOPE. |
| Dear :The Developmental Disabilities Administration (DDA) has determined that an Inventory for Client and Agency Planning (ICAP) is required to make an eligibility determination or re-determination. The ICAP is a rating scale for adaptive skills and there is not a current adaptive test score in your records.The following documents are being sent to you to explain the ICAP requirements and assessment procedure.* WAC 388-823-0910 through 388-823-0940
* Guidelines for Completing the ICAP
* Informed Consent for ICAP Administration (DSHS 10-329)

Please call me at  to schedule an appointment. You will need someone with you who has known you for at least three (3) months on a day-to-day basis. **If I do not hear from you** by , your eligibility decision will be based on the information we have received.A complete copy of the state rules governing eligibility (WAC 388-823) is available upon request or online at <https://www.dshs.wa.gov/dda/consumers-and-families/eligibility>. I look forward to hearing from you.Sincerely,    NAME TELEPHONE NUMBER E-MAIL ADDRESSEnclosurescc: Legal Guardian/Representative |