



## INSTRUCTIONS FOR THE DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES (DDDS) WEB- BASED APPLICATION TO DETERMINE ELIGIBILITY

Welcome to The Division of Developmental Disabilities Services' (DDDS) web-based application for services. The application gathers information that will enable DDDS to determine whether you meet the eligibility criteria established in section 2100 of Title 16 of the [Delaware Administrative Code](#).

DDDS supports individuals with intellectual and developmental disabilities, Autism, and Prader- Willi Syndrome.

### How to Begin the web-based Application for DDDS Services?

The first screen is the Power-Form Signer Information. The vital first step for an application to be valid is to determine your role prior to completing the signature box below. You will need to indicate this again after you complete this signer page and progress to the first page of the application.

This page explains the name, email and cell phone options for receipt of the complete or incomplete application. "Your Name" field:

**Type your name** if you are the:

1. **Applicant** aged 18 or older without a legal guardian\* in DE.
2. **Parent/guardian\*** of applicant aged 3 through 17.
3. **Legal guardian\*** of applicant aged 18 or older.

\*If you are the legal guardian of the applicant, documentation from a DE court is required.

"Your Email" field:

DocuSign will create a signature for you that will appear when you click on the required signature areas of the application. If you do not have an email, insert the information that corresponds to your cell phone service listed on this page to receive a text message. If you do not have email or a cell phone, then please use the paper application on the DDDS website.

### What is sent to the email or cell phone entered on the Power-Form Signer Page?

When all of the mandatory (red outlined) fields are completed, you can click "FINISH" at the end of the application to submit. You will receive notification via email or text.

You also have the option to finish completing the application later. If you start the application, then click on the "FINISH LATER" option at the top of the screen, you will receive a link via email or text within one hour to obtain the partially complete application; you can complete it from the link. If advertisements for DocuSign are evident at any point during the application process, do not click on "get started." This will lead you to a 30- day free trial for DocuSign. This trial is not needed to complete the DDDS application.

### What follows the FINISH LATER option?

A page will appear that is read only that includes the email address you listed on the first screen. The option of Show Document will only show a blank application - not the partially completed one.

**A link will be sent via email or text with the partially complete application. This information was entered on the first screen- the Power-Form Signer Page.**

### What do the paperclips on the right side of the application indicate?

The paperclips provide the opportunity to upload supporting documentation. However, if you do not choose to upload the information, DDDS staff will coordinate other options for you to submit the requested information.

## What types of assessments are required for the processing of the application?

DDDS requires documentation to establish that the applicant has a qualifying condition and has significant limitations in adaptive behavior functioning. If assessments are not available to submit, DDDS can obtain records on your behalf with the signed release, included in the application.

Standardized Intellectual Functioning Assessment	Adaptive Behavior Functioning Assessment
Standardized Assessment for Autism Spectrum Disorder by a Licensed Practitioner or certified school psychologist with a detailed developmental history	Copy of physician evaluation for Prader- Willi Syndrome or Brain Injury

## What other documents are needed?

In addition to the application and assessments required, all applicants must submit copies of the following documents:

- Birth Certificate
- Social Security Card
- Documentation of alien status for non-citizens of the United States of America
- Medicaid card (if applicable)
- Proof of Delaware Residence (e.g., State issued DE photo ID, current Individual Education Plan -IEP, etc.)

## What happens after the application is submitted?

Once the DDDS Office of Applicant Services receives a completed application, a letter is sent within seven days confirming receipt and information on the next steps. DDDS will determine eligibility within 30 days of receiving the completed application with all required reports and assessments. DDDS will send a letter to the address on the application, indicating the determination. If DDDS determines that the applicant does not meet the eligibility criteria, the letter will indicate the basis for the determination.

If DDDS cannot determine eligibility based on the information included with the application, an Applicant Services Coordinator (ASC) will contact the applicant via written correspondence within 30 days to request specific additional information. If needed, the ASC can make recommendations for options and sources to obtain the required information. DDDS will be unable to make an eligibility determination if the application is incomplete and does not have all required documents.

## Is there assistance available with the application process?

If you need help or have any questions about the application process, please do not hesitate to call the DDDS Office of Applicant Services: (302) 744-9700 or Toll Free at 1-866-552-5758, Option 2. Fax: (302) 744-9711.

## If the applicant does not meet eligibility criteria, is there an appeal process?

Yes. If the applicant disagrees with the eligibility determination, you have a right to appeal the decision. You will receive written information on the options to appeal the decision with the eligibility determination letter. If you require additional information, you may contact the Appeal Committee Chairperson at (302) 744-9628.