



INSTRUCTIONS FOR THE DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES (DDDS) PAPER APPLICATION TO DETERMINE ELIGIBILITY

The Division of Developmental Disabilities Services supports individuals with intellectual and developmental disabilities, Autism and Prader Willi Syndrome. Individuals may apply to become eligible for services from the Division of Developmental Disabilities Services (DDDS) for yourself, for your child or for someone for whom you have guardianship.

How do I apply?

Please complete and submit the Application For Services and supporting documents. The application gathers information from you that will enable DDDS to determine whether you meet the eligibility criteria established in section 2100 of Title 16 of the Delaware Administrative Code.

What types of assessments are required with the application?

DDDS requires documentation to establish that the applicant has one of the qualifying conditions (intellectual and developmental disability, Autism or Prader Willi Syndrome) and, where applicable, that the applicant also meets the threshold for the functional level.

Documentation of intellectual and developmental disability may include diagnostic assessments completed by school or private licensed practitioners, or, in some cases, medical records completed by qualified practitioners prior to the applicant’s 22nd birthday. It is best to submit copies of educational, psychological, and adaptive functioning assessments with a complete application, as it streamlines the application review process. Documentation may be submitted separately, however, DDDS may need to request additional or more current assessments or medical records in order to determine eligibility.

The types of assessments most frequently used to determine eligibility are as follows:

Standardized Intellectual Functioning Assessment (Wechsler Intelligence Scales, Stanford-Binet Intelligence Scale)	Adaptive Behavior Functioning Assessment (Vineland Adaptive Behavior Scale, Adaptive Behavior Assessment System)
Standardized Assessment for Autism Spectrum Disorder by a Licensed Practitioner	Copy of physician report diagnosing Prader Willi 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 (i.e. State issued DE ID Card, current Individual Education Plan -IEP, etc.)
- Guardianship order by DE Family Court for minors or the Court of Chancery for adults, if applicable
The applicant must also sign the following documents at the time of application if age 18 or older:
- Application

- Consent for Health Information to Determine Eligibility
- Financial Responsibility Notice
- HIPAA Notice of Privacy Practices

Please note that if the applicant has a DE legal guardian, then, the guardian must sign the required documents. If documentation of a DE guardianship order is not submitted, then the applicant must sign the application. If the applicant cannot sign, he/she must make a mark on the signature line (signature by mark) and have it witnessed by an adult.

Where do I submit an application for eligibility?

You may mail it to:

Office of Applicant Services
Division of Developmental Disabilities Services
Woodbrook Professional Center
1052 South Governor's Avenue, Suite 101
Dover DE 19904

or:

You may fax it to: (302) 744-9711

What happens after the application is received?

Once the DDDS Office of Applicant Services receives an application, it sends a letter to the applicant confirming receipt which includes information on the next steps. DDDS will determine eligibility within 30 days of receiving the complete application with all required reports and assessments. DDDS will send a letter to the address on the application indicating its 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 Coordinator can make recommendations for options and sources to obtain the required information. DDDS will not be able to make an eligibility determination if you do not submit a complete application and all required documents.

What do I do if I need help 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 I do not meet eligibility criteria, is there an appeal process?

Yes. If you disagree 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.