



## DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA) SERVICES FOR KIDS WITH SPECIAL NEEDS

**DDA Eligibility is based ONLY on disability, NOT on income.**

DDA can help families who cannot afford the care their child needs, but exceed income limits for other forms of assistance.

**Q: Why should you apply to DDA for assistance?**

**A: Because...**

- Your child could receive DDA services right away!
- Becoming a client as a child helps ensure that services are available as an adult.
- Being a DDA client is required to get help from some other programs.
- DDA clients who don't get paid services **do** get useful info and updates.
- In a crisis, a child can get help more quickly if they are a DDA client.
- DDA clients are in line for services when funding becomes available.
- It's important that the government know how many kids need and should be getting help but can't, due to lack of funds.

If your child is eligible for DDA, they will be in one of two categories of DDA clients shown below:

### **DDA Clients with No Paid Services (NPS)**

**Have no caseworker, but:**

- Can request 2 weeks of respite care in a regional facility for Children/Youth, if age 9-21
- Can request a paid service
- If in crisis, may be eligible for paid services
- If on Medicaid, can be assessed for Community First Choice services (Personal Care)
- Will be in line for paid services at age 18
- Reduced bus fares, fishing license, entry to National Parks and camping fees

### **DDA Clients with Paid Services**

**Have a caseworker and get one or more of these services:**

- Individual and Family Services, Basic Plus, Core or CIIBS Waiver
- Community First Choice Services

### **RESOURCES:**

<https://informingfamilies.org/dda-waivers/>  
<https://www.dshs.wa.gov/dda>



## HOW TO APPLY FOR DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA) SERVICES FOR YOUR CHILD

### STEP ONE:

Call the Mount Vernon DDA Office at **(360)429-3103** and ask for a DDA application for your child  
**OR**

Download application: <https://www.dshs.wa.gov/dda/consumers-and-families/eligibility>

**DDA WILL SEND YOU AN APPLICATION PACKET.**

### STEP TWO:

- Fill out all parts of DDA application <https://www.dshs.wa.gov/dda/consumers-and-families/eligibility>
- Be sure to fill out and sign consent forms.
- Gather evaluation and diagnostic reports (e.g. special education records, diagnostic medical records, psychological evaluations, etc.) and include them with the application. If you don't know how to get these records, ask DDA for help.
  - > *Always keep copies of all of your child's diagnostic information and special education records (especially 3-year evaluation reports)!*
  - > *Schools destroy records after 7 years, so when your child leaves school, be sure to ask for their special education records. Having these records can be critical to be eligible to receive adult services later in life!*
  - > *Mail all parts of application to DDA or drop it off at the DDA office at 900 E College Way, Suite 110, Mount Vernon, WA 98273*

- DDA will send you a letter saying whether or not your child is eligible for DDA.

> *It can take up to 90 days to hear if your child is eligible.*

- If your child is eligible the letter will say they are a DDA client with "No Paid Services" (NPS) and it will include the NPS phone

### STEP THREE

- Now that you know your child is eligible for DDA, call the NPS phone line, 1-800-567-5582, to request services or go to <https://www.dshs.wa.gov/dda/service-and-information-request>
  - > **DDA will not call you unless you call them first.**
- Tell DDA what you need, e.g. respite services, help taking care of them in your home, funding for summer camp, etc.
- If your child is on WA Apple Health for Kids (Medicaid), ask to set up an assessment to see if your child can get Community First Choice (personal care services).