

Your child may be eligible for services provided through the Developmental Disabilities Administration (DDA).

**To apply for DDA services, please do the following:**

1) Complete the DDA application

- Apply with your child's name as 'Applicant'. Your information as a parent/caregiver will be included under 'Representative Information'.
- Complete all application documents. These three sections need to be fill out:
  1. **Request for DDA Eligibility Determination** -Fill out the form and be sure to sign it. This requires contact information, school district, diagnosis, etc. The second page gives you a checklist of documents needed to apply.
  2. **Consent**- be sure to mark all current and past service providers. If your child is age 13 or older, he or she also needs to sign this form. Gather sources - be sure to include contact information for medical clinics that completed an evaluation and/or provided services for your child and school district information. Fill out and sign 2 pages for consent.
  3. **Acknowledgement** -This indicates you have received a copy of the DSHS Privacy Notice. It is in this packet. Signature needed.

2) Mail the application to DDA Region 2 Headquarters:

2219 Rimland Drive Suite 315

Bellingham, WA 98226

Attn: Leslie Kivett

Toll Free: (800)788-2053 Email: DDA2IETEAM@dshs.wa.gov <https://www.dshs.wa.gov/dda>

- 3) Eligibility determination can take up to four months, and sometimes longer. You can contact DDA at any time to receive an update about your child's application (see phone number above).
- 4) Once eligibility determination is made, you will receive a letter in the mail called a PAN (Personal Action Notice). If your child is eligible, you'll need to contact DDA to let them know you want to start services. DDA will schedule an assessment with you to determine what services your child needs/is eligible for. If your child is not eligible, the letter will include information about how to appeal the decision (if you disagree).

*As a parent/caregiver, it's important that you do your part to ensure successful application to DDA. This includes completing all portions of the application, taking a copy for your records, and responding to follow-up phone calls and emails with DDA to answer questions and provide additional information.*

**Is your child already a client of DDA but not receiving services? Call (800) 788-2053 to request**



**information about how to start receiving services. For more information about DDA, including Home and Community Based Service Waivers, visit the Informing Families website at: [www.informingfamilies.org](http://www.informingfamilies.org)**

Spanish Application also available. More Questions? Contact Island County Parent to Parent (360)632-7539. Parent to Parent offers resources, toolkits, workshops on a variety of topics related to disabilities, social events, and a very robust website with numerous resources <https://www.islandcountywa.gov/198/Parent-to-Parent>