Developmental Disabilities Community Services (DDCS)

Service Request Contact Notice

Dear:

On _____ you made a request for services. To determine the services you are eligible for, we must complete an assessment of your needs. You were contacted on the following dates to schedule an assessment:

Dates	Times	Methods of Contact

This letter serves as a third and last attempt to contact you to schedule an assessment. If you are still wanting services, please contact us by calling or stopping in your local office https://www.dshs.wa.gov/office-locations or calling the 1-800 number for your county or submitting a services request form www.dshs.wa.gov/dda/service-and-information-request.

Thank you,

No Paid Services Coordinator

_____
FSO Office

_____
Service Request Telephone Number (with area code)

Instructions

This form is designed to be sent when unable to contact a client following a service request and attempt to schedule a Developmental Disabilities Community Services (DDCS) assessment.

1. Enter the date that the form will be sent.
2. Enter the client's name and address.
3. Enter the client's representative's name and address.
4. Enter the client's name.
5. Enter the date of the first attempt to contact the client following the service request.
6. Enter the date of the second attempt to contact the client following the service request.
7. Enter the appropriate county-based Service and Information Request Phone Number. Reference the table below to include the appropriate Service Request and Information Line to this notice based on the client's county of residence. The client's county of residence can be viewed on the Overview screen in CARE.

Client County of Residence	Service and Information Request Phone Number
Chelan, Douglas. Ferry, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens	(800) 319-7116
Adams, Asotin, Benton, Columbia, Franklin, Garfield, Grant, Kittitas, Klickitat, Walla Walla, Whitman, Yakima	(866) 715-3646
Island, San Juan, Skagit, Snohomish, Whatcom	(800) 567-5582
King	(800) 974-4428
Kitsap, Pierce	(800) 735-6740
Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Skamania, Thurston, Wahkiakum	(888) 707-1202