



DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)  
**Notification of Eligibility Review**

CLIENT NAME AND ADDRESS

CLIENT REPRESENTATIVE NAME AND ADDRESS

RE: **NOTIFICATION OF ELIGIBILITY REVIEW FOR** \_\_\_\_\_

You are currently eligible for the Developmental Disabilities Administration (DDA) under \_\_\_\_\_. DDA eligibility rules require a review of eligibility at various times. We need additional information to confirm eligibility for DDA per Chapter 388-823 WAC under one of the following conditions: Intellectual Disability, Cerebral Palsy, Epilepsy, Autism, Another Neurological or Other Condition Similar to Intellectual Disability. Please see the attached *Required Documentation Table* for more information.

DDA will be glad to send for the information needed for this re-determination. If you want DDA to send for this information, please do the following:

- sign the enclosed consent form(s)
- indicate on the form where we need to send for the information, and
- return it to DDA in the enclosed addressed envelope

Please respond as soon as possible to avoid any disruption in service, but no later than \_\_\_\_\_. If we do not hear from you by this date, we will make an eligibility determination based on information in your file.

If you have any questions contact:

NAME	TELEPHONE NUMBER	E-MAIL ADDRESS
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A copy of the state rules governing eligibility (WAC 388-823) is available upon request or online at <https://www.dshs.wa.gov/dda/consumers-and-families/eligibility>.

Enclosures: Required Documentation Table  
Consent form (DSHS 14-012)

cc: Client file

**Required Documentation Table**

DISABILITY CONDITION	DIAGNOSIS	DIAGNOSTICIAN	OTHER RECORDS
Intellectual Disability	Intellectual Disability (formerly Mental Retardation)	A Licensed Psychologist, Washington Certified School Psychologist or other school psychologist certified by the National Assoc. of School Psychologists	Full Psychological report including a Full Scale IQ score of more than two standard deviations below the mean, and adaptive skills test score of more than two standard deviations below the mean.
Cerebral Palsy	Cerebral Palsy Quadriplegia Hemiplegia Diplegia	Licensed Physician	Onset prior to age 3, and information supporting the need for daily direct physical assistance in two or more areas (toileting, bathing, eating, dressing, mobility, or communication).
Epilepsy	Epilepsy or Seizure disorder	Board Certified Neurologist	Diagnosis based on medical history and neurological testing, confirmation from physician or neurologist of uncontrolled and ongoing or recurring seizures, and adaptive skills test showing substantial limitations in adaptive functioning of more than two standard deviations below the mean.
Autism (per DSM-IV)	Autism or Autistic Disorder Per 299.00 in DSM-IV-TR	A Licensed Psychologist, Advanced Registered Nurse Practitioner (ARNP) associated with an Autism or developmental center or a Board Certified: Neurologist, Psychiatrist, or Developmental and Behavioral Pediatrician	Full evaluation per DSM-IV meeting all diagnostic criteria, evidence of delay or abnormal functioning prior to age 3 in social, language, communication skills or symbolic or imaginative play, and adaptive skills test showing substantial limitations in adaptive functioning of more than two standard deviations below the mean.
Autism Spectrum Disorder (per DSM-V)	Autism Spectrum Disorder 299.00 Per DSM-5 including severity levels 2 or 3 in both columns	A Licensed Psychologist, Advanced Registered Nurse Practitioner (ARNP) associated with an Autism or developmental center or a Board Certified: Neurologist, Psychiatrist, or Developmental and Behavioral Pediatrician	Full evaluation per DSM-V meeting all diagnostic criteria, evidence of delay or abnormal functioning prior to age 3 in social, language, communication skills or symbolic or imaginative play, adaptive skills test showing substantial limitations in adaptive functioning of more than two standard deviations, and FSIQ of one standard deviation or more below the mean – or – meet all criteria for Autistic Disorder 299.00 per DSM-IV.
Another Neurological or Other Condition Similar to Intellectual Disability	Neurological or chromosomal disorder known to cause intellectual and adaptive skills deficits	Licensed Physician	Full Scale IQ score of more than 1.5 standard deviations below the mean, and adaptive skills test showing substantial limitations in adaptive functioning of more than two standard deviations below the mean.

**Note: This form is a general guide only and DDA may require additional information or assessments. This documentation is the first step in determining eligibility. DDA eligibility is determined per WAC Chapter 388-823.**