

CLIENT NAME AND ADDRESS

The Developmental Disabilities Administration (DDA) is required to provide you with written notice of decisions affecting your DDA eligibility or DDA services in order to ensure that you understand the decision and your appeal rights. Washington state law requires that DDA send these notices to you and at least one other person.

DDA asked you to identify someone to receive department notices and you have:

- Been unable to identify a representative.
- Requested to represent yourself.
  - Your request is denied because DDA has determined you are unable to understand notices and your appeal rights without assistance.

DDA will begin the process for appointing a representative to receive notices on your behalf. You will continue to receive notices yourself, unless a guardian is appointed for you by a Superior Court.

**You have a right to appeal this decision. If you wish to appeal, please complete and mail in the attached form, "DDA Requirement to Identify a Representative Request for Hearing," by \_\_\_\_\_.**

Sincerely,

cc: DDA Assistant Attorney General

**RCW and WAC citations:**

RCW 71A.10.060 - Notice by secretary

WAC 388-472-0010 - What are necessary supplemental accommodation services?

WAC 388-472-0020 (1) (c) – How does the department decide if I am eligible for NSA services?



## **Instructions**

### **(Instructions are for staff use only)**

#### **Case Resource Manager**

If the client has been unable to identify a representative or has requested to represent him/herself to receive notification documents, your regional designee must consult with the DDD Assistant Attorney General (AAG). The client must make the request to be his/her own NSA in writing (per WAC 388-825-102). After a written request is received, the regional designee must submit DSHS form 14-491 (Does Your Adult Client Need an NSA Representative?) to the AAG. If the AAG makes a determination that the individual is not able to understand notices, you must:

- Check the appropriate box regarding the reason for this notification (DSHS 14-493).
- Present this notification (DSHS 14-493) to the client in a face to face interview. The client also receives a copy of the full text for WACs 388-825-100 and 388-825-101.
- Explain to the client what happens when his/her request is denied. The explanation should include this notification and the two WACs cited in the bullet above.
- Explain the appeal process, including the 90 day time limit, and assist with a request for an Administrative Hearing if needed.
- Send a copy of this notification to the office of the DDD AAG, MS: 40124, Fax (360) 586-6662.
- Write an SER based on the AAG's decision to deny the client's request.
- Place DSHS form 14-491 with the AAG's denial decision in the legal section of the client's case file.
- Write an SER based on your face to face interview with the client after you presented this notification (DSHS 14-493).
- Consult with the AAG for further follow-up and document in SERs.

#### **RCW and WAC citations:**

RCW 71 A.10.060 – Notice by secretary

WAC 388-825-100 – How will I be notified of decisions made by DDD?

WAC 388-825-101 – Why does DDD need to send my notices and correspondence to someone else?

#### **Additional Information:**

WAC 388-825-102 – What if I do not want my DDD notices and correspondence sent to anyone else?

NSA Policy

Policy 5.02 – Necessary Supplemental Accommodation