



DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)  
**Notification of Age Four (4) Eligibility Expiration**

DATE:

CLIENT NAME AND ADDRESS

REPRESENTATIVE NAME AND ADDRESS

**RE: NOTIFICATION OF AGE FOUR (4) ELIGIBILITY EXPIRATION**

Your child is currently a client with the Developmental Disabilities Administration (DDA). Your child's eligibility with DDA expires on his/her fourth birthday. In order for your child to remain eligible for DDA, you must reapply before your child turns four. Your child must be re-determined eligible under one of the following conditions: Intellectual Disability, Cerebral Palsy, Epilepsy, Autism, Another Neurological or Other Condition similar to Intellectual Disability.

We have attached the Required Documentation Table to let you know what is needed to make this re-determination.

**How do I reapply?**

Contact DDA Intake & Eligibility staff at least 90 days prior to your child's fourth birthday to request a re-application packet. You can do this in writing or by calling the telephone number listed below. An application packet will be mailed to you. You may also obtain application documents online by visiting <https://www.dshs.wa.gov/dda/consumers-and-families/eligibility>.

**What if I do not reapply?**

If you do not request a re-application packet or if you do not return the application at least 60 days prior to your child's birthdate, eligibility with DDA will expire on his/her fourth birthday. If your child receives a paid service with DDA, this service will end on his/her fourth birthday.

**Expiration of DDA eligibility will not affect participation in Special Education programs or SSI eligibility. Nor will it affect any other DSHS service you may be receiving, such as Medicaid, TANF or food stamps.**

Please respond as soon as possible, but at least 90 days prior to your child's fourth birthday. If we do not hear from you, we will assume that you do not want to continue your child's eligibility with DDA. Without the proper documentation of an eligible condition by age four (4) your child's DDA eligibility and DDA services will expire on his/her fourth (4<sup>th</sup>) birthday.

If you have questions or wish to request a packet, please contact

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NAME TELEPHONE NUMBER EMAIL ADDRESS

A copy of the state rules governing eligibility is available upon request or online at <https://www.dshs.wa.gov/dda/consumers-and-families/eligibility>.

cc: Client file

**Required Documentation Table**

<b>DISABILITY CONDITION</b>	<b>AGE</b>	<b>DIAGNOSIS</b>	<b>DIAGNOSTICIAN</b>	<b>OTHER RECORDS</b>
Developmental Delay	Age 4 through 9	Developmental Delay	A professional qualified to administer developmental assessments or evaluations	Age four (4) through nine (9) – three or more delays of 1.5 standard deviations below the mean or 25 % of chronological age based on an assessment current within the past 12 months.
Intellectual Disability	Age 4 and older	Intellectual Disability	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 completed within the last 36 months.
Cerebral Palsy	Age 4 and older	Cerebral Palsy Quadriplegia Hemiplegia Diplegia	Licensed Physician	Onset prior to age three (3) and information supporting the need for daily direct physical assistance in two or more areas (toileting, bathing, eating, dressing, mobility, or communication).
Epilepsy	Age 4 and older	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-TR)	Age 4 and older	Autism or Autistic Disorder Per 299.00 in DSM-IV-TR	A Licensed Psychologist, a Licensed Physician or ARNP associated with an autism center, developmental center, or center of excellence, or a Board Certified: Neurologist, Psychiatrist, or Developmental and Behavioral Pediatrician	Full evaluation per DSM-IV-TR meeting all diagnostic criteria, evidence of delay or abnormal functioning prior to age three (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-5)	Age 4 and older	Autism Spectrum Disorder 299.00 Per DSM-5 including severity levels 2 or 3 in both columns	A Licensed Psychologist, a Licensed Physician or ARNP associated with an autism center, developmental center, or center of excellence, 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 three (3) with a severity level of two or three in both columns of the severity level scale, 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	Age 4 and older	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 completed within the last 36 months.

**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.**