



Developmental Disabilities Administration (DDA)  
**Notification of Age Four (4) Enrollment Expiration**

Date:

Name and Address

Representative Name and Address

RE: **Notification of Age Four (4) Enrollment Expiration** for \_\_\_\_\_

Your child is currently enrolled with the Developmental Disabilities Administration (DDA). Your child’s eligibility with DDA expires on their fourth birthday. 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: Developmental Delay (three or more areas of delay), Intellectual Disability, Cerebral Palsy, Epilepsy, Autism, or 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 their fourth birthday. If your child receives a paid service with DDA, this service will end on their fourth birthday.

**Expiration of DDA enrollment will not affect participation in Special Education programs or SSI eligibility. DDA enrollment expiration will not 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 enrollment 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 their fourth (4<sup>th</sup>) birthday.

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

\_\_\_\_\_  
Case Resource Manager’s Name

\_\_\_\_\_  
Phone 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, Page 1 of 2**

<b>Disability Condition</b>	<b>Age</b>	<b>Diagnosis</b>	<b>Diagnostician</b>	<b>Other Records</b>
Developmental Delay	Birth (0) through 19	Developmental Delay	Licensed Physician, Licensed Naturopathic Physician, Physician Assistant, Licensed Psychologist or Certified School Psychologist, Speech Language Pathologist, Audiologist, Licensed Occupational Therapist, Licensed Physical Therapist, ARNP or Registered Nurse, Certified Teacher, Master's level Social Worker, or Orientation and Mobility Specialist.	For Birth (0) to 3, one developmental delay or ESIT eligible. For Age 4 to 19, three or more developmental delays. Delays must be in the areas of motor, communication, adaptive/self-help, social/emotional, or academic/problem-solving skills, measured by a score 1.5 or more standard deviations below the mean or 25% age delay based on an assessment current in the past 18 months.
Intellectual Disability	Birth (0) and older	Intellectual Disability or an equivalent diagnosis	A Licensed Psychologist, Washington Certified School Psychologist or other school psychologist certified by the National Assoc. of School Psychologists	The diagnosis must be documented in a diagnostic report and an adaptive skills test score of more than two standard deviations below the mean completed within the last 36 months.
Cerebral Palsy	Birth (0) and older	Cerebral Palsy or similar brain damage that causes full or partial limb paralysis.	Licensed Physician, Licensed Naturopathic Physician; or a Physician Assistant or Advanced Registered Nurse Practitioner (ARNP) associated with a neurological practice.	Information supporting the need for daily direct physical assistance in two or more of the following areas: toileting, bathing, eating, dressing, mobility, or communication.
Epilepsy	Birth (0) and older	Epilepsy or Seizure disorder	Licensed Neurologist	Diagnosis based on medical history and neurological testing, confirmation from physician or neurologist of ongoing seizures despite medical interventions, and an adaptive skills test score of more than two standard deviations below the mean completed within the last 36 months.

**Required Documentation Table, Page 2 of 2**

Disability Condition	Age	Diagnosis	Diagnostician	Other Records
Autism	Birth (0) and older	Autism Spectrum Disorder or Autistic Disorder if prior to February 1, 2022	A licensed: Neurologist, Psychiatrist, Psychologist, Developmental and Behavioral Pediatrician; a Center of Excellence as defined in WAC 182-531A-0200; or a Licensed Physician, Naturopathic Physician, an ARNP, a Physician Assistant Associated with an autism center or developmental center.	The diagnosis must be documented in a diagnostic report and an adaptive skills test score of more than two standard deviations below the mean completed within the last 36 months.
Another Neurological or Other Condition Similar to Intellectual Disability	Birth (0) and older	Neurological or chromosomal disorder known to cause intellectual and adaptive skills deficits	Licensed Physician, Licensed Naturopathic Physician, Geneticist, or an ARNP or Physician Assistant associated with a neurological clinic or genetic testing center.	An eligible diagnosis and an 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 for enrollment. DDA enrollment eligibility is determined per WAC Chapter 388-823.**