



DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)
HOME AND COMMUNITY BASED SERVICES (HCBS)

**Request for Enrollment in DDA HCBS Waiver
or Request to Change from One DDA HCBS Waiver to Another**

Instructions: This form may be used to request a DDA HCBS Waiver.

You may add supporting documentation. Once you have filled out the form please return to DDA. DDA will respond to your request in writing.

If you need help filling out this form, you can ask your case manager to help you or you can call the Disability Rights Washington at (800) 562-2702 or (800) 905-0209 (TTY) or (206) 324-1521 or (206) 957-0728 (TTY).

If you would like to have more information about the services available on DDA's five HCBS waivers, you may go to the DDA internet site below and review the **Waiver Plan Fact Sheet** and the **DDA HCBS Waiver Brochure** or you may contact your regional office and request copies of these documents.

<https://www.dshs.wa.gov/dda/consumers-and-families/home-and-community-based-waivers-hcbs>

MY NAME IS		DATE OF BIRTH
DDA CLIENT NUMBER (IF KNOWN)	NAME OF CASE MANAGER (IF YOU HAVE ONE)	TELEPHONE NUMBER
MY ADDRESS IS	CITY	STATE ZIP CODE
NAME OF GUARDIAN / LEGAL REPRESENTATIVE		TELEPHONE NUMBER
ADDRESS OF GUARDIAN / LEGAL REPRESENTATIVE CITY STATE ZIP CODE		
I want enrollment in a waiver or would like to switch waivers because:		
I need the following services: (attach additional pages if necessary)		
I am submitting documents to support my application. <input type="checkbox"/> Yes <input type="checkbox"/> No If you check yes, attach the documents with the application.		
CLIENT SIGNATURE		DATE

Are there other ways I can make a request for the HCBS Waiver?

You can make a request to enroll in a Home and Community Based Waiver by visiting: <https://www.dshs.wa.gov/dda/service-and-information-request>, and completing and submitting the online service and information request form.

To make a verbal request, contact your regional office by telephone (regional office contact information is located on the last page of this form).

How do I contact my regional office?

You may use the following link to reach the regional office or use the information below.

Regional Contact Information

<https://www.dshs.wa.gov/DDA/find-dda-office>

Region 1 Headquarters North

1611 West Indiana Avenue
Spokane, WA 99205-4221
Local: (509) 329-2900
FAX: (509) 568-3037
Toll Free: 1-800-462-0624 (TTY / VOICE)
e-mail: R1ServiceRequestA@dshs.wa.gov

Region 1 Headquarters South

3700 Fruitvale Blvd., Suite 200
Yakima, WA 98902-1100
PO Box 12500
Yakima, WA 98909-1100
Local: (509) 225-4620
FAX: (509) 574-5607
Toll Free: 1-800-822-7840 (TTY / VOICE)
e-mail: R1ServiceRequestB@dshs.wa.gov

Region 2 Headquarters North

840 North Broadway
Building B, Suite 540
Everett, WA 98201-1288
Local: (425) 740-6400
FAX: (425) 252-1363
Toll Free: 1-800-788-2053 (TTY / VOICE)
e-mail: R2ServiceRequestA@dshs.wa.gov

Region 2 Headquarters South

1700 East Cherry Street
Seattle, WA 98122
Local: (206) 568-5700
FAX: (206) 720-3334
Toll Free: 1-800-314-3296 (TTY / VOICE)
e-mail: R2ServiceRequestB@dshs.wa.gov

Region 3 Headquarters North

1305 Tacoma Avenue South, Suite 300
Tacoma, WA 98402
Local: (253) 404-5500
FAX: (253) 597-4368
Toll Free: 1-800-248-0949 (TTY / VOICE)
e-mail: R3ServiceRequestA@dshs.wa.gov

Region 3 Headquarters South

Point Plaza East, Bldg. 2, 3rd Floor
6860 Capitol Blvd. SE
PO Box 45315
Olympia WA 98504-5315
Local: (360) 725-4250
FAX: (360) 586-6502
Toll Free: 1-800-339-8277 (TTY / VOICE)
e-mail: R3ServiceRequestB@dshs.wa.gov