

DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)
HCBS Waiver Enrollment Database Update

On _____ (date), you made a request for enrollment in the _____ Waiver.

DDA re-evaluates waiver enrollment requests on this database annually. It is important to us that your Waiver Enrollment Request accurately reflects your current situation and your current needs. If you have been approved for a waiver, and are awaiting enrollment onto the waiver, you may disregard this notice.

If you have questions, or would like to resubmit your waiver enrollment request, you may contact your Case Resource Manager (CRM).

If you do not have a CRM, you may request information online at <https://www.dshs.wa.gov/dda/service-and-information-request> or call the Service Request and Information Line.

County	Phone
Chelan, Douglas, Ferry, Grant, Lincoln, Okanogan, Spokane, Stevens	(800) 319-7116
Adams, Asotin, Benton, Columbia, Franklin, Garfield, Grant, Kittitas, Klickitat, Walla Walla, Whitman, Yakima	(866) 715-3646
Island, San Juan, Skagit, Snohomish, Whatcom	(800) 567-5582
King	(800) 974-4428
Kitsap, Pierce	(800) 735-6740
Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Skamania, Thurston, Wahkiakum	(888) 707-1202

Frequently Asked Questions

When is this form used?

This form is used to update the Waiver Enrollment Request.

Who will be sending this notice?

Headquarters will send this notice to the client and their NSA contact on the 10th month of their original enrollment to the database.

What if their notice goes out late?

Notices sent out late will provide the individual with the same time frame for response as those letters sent out at 10 months.

How can the individual notify DDA of their desire to update their Waiver Enrollment Request?

The individual may contact their local DDA office or their Case Resource Manager directly.

What if they telephone in their request to update their waiver enrollment request?

The Case Resource Manager will assist the client with submitting an updated waiver enrollment request.

What if the situation has changed?

The CRM must follow-up by telephone or in person and assess the change in circumstance or condition.

- The contacts and information will be entered into an SER.
- A new waiver enrollment request must be completed and submitted.

What if I contact my family after they have withdrawn the waiver enrollment request, and they wish to request a waiver?

Submit a Waiver Enrollment Request in CARE.