

DDA APPLICATION GUIDE

A Simple Guide for Families

Your child may be eligible for services through the Developmental Disabilities Administration (DDA)

Complete the Application



- List your child's name as the **APPLICANT**. List your information as the **PARENT/CAREGIVER** under representative information.
- **Complete and Sign** the Following Forms: **Request for DDA Eligibility Determination, Consent Form** (include ALL current and past providers, ie schools, doctors, therapists, etc.) If child is 13 or older they must sign. **Privacy Practice Acknowledgement, Voter Registration** (if child is 18 or older)

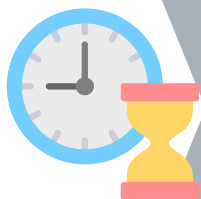
Learn more about eligibility:
www.dshs.wa.gov/dda/consumers-and-families/eligibility

Submit your Application



- Email it: Ddar1ie@dshs.wa.gov
- Mail it: DDA Region 1 Headquarters 1611 W. Indiana Ave. Spokane, WA 99205
- Questions? Call DDA @ 1-800-462-0624

Wait for a Decision



- Processing takes up to **3 months**
- You will receive a Personal Action Plan (PAN) by mail
- **IF Approved: CALL DDA to let them know you want to start services. DDA will schedule an assessment to determine which services your child is eligible for.**
- **IF NOT Approved: The PAN will include information about why your child was not approved and how to appeal if you disagree.**



Helpful Reminders

- Make copies of everything you submit
- Respond to DDA phone calls or emails
- Update DDA of address, phone number, or email changes
- If possible, **include any relevant documentation** that will help DDA with determining your child's eligibility. For Example, **diagnostic information from health care provider, IEP, IFSP, and/ or other documents** that verify your child's diagnosis/delay.



Eligible But Not Receiving Services:

- Call the Region 1 DDA office @ 1-866-715-3646 to request services OR Complete a Service and Information Request @ www.dshs.wa.gov/dda/service-information-request

NEED HELP?

- Contact Walla Walla Parent to Parent/Informing Families Coordinators
Geneva Arevalo (509)255-3727 p2p@wwvvn.org

Spanish Speakers: Ysabel Fuentes (509)301-0679 p2pespanol@wwvvn.org

LOOKING FOR MORE INFORMATION?

Check out www.informingfamilies.org

DDA eligibility Information:

www.dshs.wa.gov/dda/consumers-and-families/eligibility

