



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

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). He/she may have become eligible with DDA due to his/her enrollment in a birth-to-three program or the Medically Intensive Children's Program. 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 due to one of the conditions listed in the Required Documentation Table, which is attached.

How to 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 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 (4th) birthday.

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

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

DISABILITY CONDITION	AGE	DIAGNOSIS	DIAGNOSTICIAN	OTHER RECORDS
Developmental Delay	Age 4 through 9	Developmental Delay	A professional qualified to administer developmental assessments or evaluations	Age 4 through 9 – Three or more delays of -1.5 SD or 25 % of chronological age based on an assessment current within the past 12 months.
Medically Intensive	Birth through 17			Eligible for Medically Intensive Children’s Program.
Intellectual Disability	Age 4 and older	Intellectual Disability (formerly Mental Retardation)	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.
Cerebral Palsy	Age 4 and older	Cerebral Palsy Quadriplegia Hemiplegia Diplegia	Licensed Physician	Onset prior to age 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)	Age 4 and older	Autism or Autistic Disorder Per 299.00 in DSM-IV-TR	A Licensed Psychologist, Advanced Registered Nurse Practitioner (ARNP) associated with an Autism or developmental center or a Board Certified: Neurologist, Psychiatrist, or Developmental and Behavioral Pediatrician	Full evaluation per DSM-IV meeting all diagnostic criteria, evidence of delay or abnormal functioning prior to age 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-V)	Age 4 and older	Autism Spectrum Disorder 299.00 Per DSM-5 including severity levels 2 or 3 in both columns	A Licensed Psychologist, Advanced Registered Nurse Practitioner (ARNP) associated with an Autism or developmental center 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 3 in social, language, communication skills or symbolic or imaginative play, 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.

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.