

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES**



POLICY	
Department on Disability Services	Subject: Re-Determination of Eligibility for DDA Services
Responsible Program or Office: Developmental Disabilities Administration	Policy Number: 2014-DDA-POL0015
Date of Approval by the Director: November 26, 2014	Number of Pages: 2
Effective Date: December 15, 2014	Expiration Date, if any: N/A
Supersedes Policy Dated: N/A	
Cross References, Related Policies and Procedures, and Related Documents: DDA Intake and Eligibility Policy and Procedure; ICF/IID Level of Care Determination Policy; Re-Determination of Eligibility for DDA Services Procedure.	

1. PURPOSE

The purpose of this policy is to establish the standards and guidelines by which the Department on Disability Services (“DDS”), Developmental Disabilities Administration (“DDA”), will provide notice and terminate services to persons who have been found ineligible to continue to receive services and supports from DDA.

2. APPLICABILITY

This policy applies to all employees of DDA.

3. AUTHORITY

The authority for this policy is established in DDS as set forth in D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*); and D.C. Law 2-137, the “Citizens with Intellectual Disabilities Constitutional Rights and Dignity Act of 1978,” effective March 3, 1979 (D.C. Official Code § 7-1301.01 *et seq.*).

4. RESPONSIBILITY

The responsibility for this policy is vested in the DDS Director. Implementation for this policy is the responsibility of the DDS Deputy Director for DDA.

5. POLICY

- A. It is the policy of DDS to provide services through DDA only to persons who qualify for services, in accordance with the requirements of the DDA Intake and Eligibility Determination Policy and Procedure.
- B. It is the policy of DDS to provide each person who is determined ineligible to receive services, or their representative, sufficient information and opportunity to request an agency review of any DDA decision with which they disagree relating to the person's eligibility for services.

6. STANDARDS

- A. When it becomes evident, either through a person's Level of Care determination, or other information, that a person who is currently receiving supports from DDA has become ineligible for DDA services, DDA shall have a process for: (1) notifying the person and his or her team about the information and concern about the person's continued eligibility; (2) seeking additional information; and (3) making a determination about whether the person continues to be eligible for services.
- B. DDA shall provide to each person, and their representative, timely and adequate written notice of DDA's decision as to the person's eligibility.
- C. DDA shall provide each person with appeal rights and information in a format easily understood by the person or his or her representative as appropriate.



Laura L. Nuss, Director



Approval Date

Attachments:

Re-Determination of Eligibility for DDA Services Procedure