



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

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DDS TRANSMITTAL # 23-05

TO: All Developmental Disabilities Administration (“DDA”) Providers, Community Members, and Network Partners
FROM: Crystal Thomas, Program Manager, State Office of Policy, Planning, and Innovation
DATE: May 9, 2023
RE: Revised DDA Intake and Eligibility Determination Policy and Procedure

Effective May 8, 2023, DDS releases its revised DDA Intake and Eligibility Determination Policy (2023-DDA-POL001) and Procedure (2023-DDA-PR001). The Policy and Procedure are applicable to all DDS employees responsible for activities associated with the receipt and processing of applications for DDA services and supports and to all employees responsible for activities necessary to determine an applicant’s eligibility to receive DDA services and supports.

These revisions implement, and align the agency’s policy with, the “Developmental Disability Eligibility Reform Amendment Act of 2022,” which expanded eligibility for DDA services to people with developmental, but not intellectual, disabilities. The revised policy documents also advance DDA’s policy of ensuring that all people who apply for services are processed through the Intake and Eligibility Determination Units in a timely, fair, and professional manner.

In pertinent part, the revised Policy clarifies that DDA’s Eligibility Determination Unit (“EDU”) has 90 days from the receipt of a “signed and dated” application for services to make most eligibility determinations. This provision replaces the past Policy’s requirement that eligibility determinations be made within 90 days of the receipt of a “completed” application. Several timelines governing the processing of applications by EDU personnel have changed in the Procedure as well, all of which have the effect of holding our team to the agency’s standard of excellent customer service.

If you have any questions about this policy or procedure, please contact Rhode Bernadel, Program Manager, Service Coordination and Planning Division, at (202) 730-1684 or rhode.bernadel@dc.gov.

Attachments:

- DDA Eligibility Intake and Eligibility Determination Policy
- DDA Eligibility Intake and Eligibility Determination Procedure