



LIFE. YOUR WAY.

—
**GET THE
SUPPORT
YOU NEED**



DEPARTMENT ON DISABILITY SERVICES



LIFE. YOUR WAY.

OUR MISSION

To provide innovative high quality services that enable people with disabilities to lead meaningful and productive lives as vital members of their families, schools, workplaces and communities in every neighborhood in the District of Columbia.

The Department on Disability Services (DDS) is comprised of the Developmental Disabilities Administration (DDA) and the Rehabilitation Services Administration (RSA). Through these administrations, the agency coordinates a diverse network of service providers to assist people with disabilities in leading vibrant, self-directed lives. DDS offers an array of supports, including:

- ★ **Coordination of Home and Community Based Services for People with Intellectual and Developmental Disabilities**
- ★ **Vocational Rehabilitation Services**
- ★ **Independent Living Services**
- ★ **Transition Services**

Person-Centered Questionnaire (PCQ)

DDS intake staff will assist people in completing the PCQ to determine if they could benefit from DDA or RSA services. The PCQ helps identify a person's:

- Strengths and Interests;
- Goals and Vision for Life;
- Employment Objectives; and
- Immediate- and Long-Term Support Needs.



Services for Adults with Intellectual and Developmental Disabilities (IDD)

DDS is the public agency responsible for coordinating services and supports for people with IDD. The Developmental Disabilities Administration (DDA) works with other government agencies, community-based organizations to provide a comprehensive array of services, which may include:

- Art Therapies
- Assistive Technology Services
- Clinical Supports
- Day and Employment Supports
- In-Home or Other Residential Supports
- Parenting Supports
- Respite Services
- Wellness Supports

Determining Eligibility

To be eligible for services through DDS/DDA, a person must:

1. be a DC resident;
2. age 18 or older; and
3. be diagnosed with an intellectual or developmental disability

Intellectual disability is characterized by significant limitations both in intellectual functioning (reasoning, learning, problem-solving) and in adaptive behavior, which covers a range of everyday social and practical skills. A **developmental disability** is a severe and chronic disability due to a mental or physical impairment (other than the sole diagnosis of mental illness) or a combination of mental and physical impairments that manifest before 22 years of age and likely to continue indefinitely.

Staff in the Intake and Eligibility Determination Units verify a person's eligibility in two steps.

STEP 1 Intake Application

If the PCQ indicates that a person can benefit from DDA services, staff will assist the person in completing the intake application, and will assist the person in gathering the following documents:

- **Birth Certificate or Government Issued I.D.** such as a driver's license or non-driver's I.D., a Supplemental Nutritional Assistance Program (SNAP) card, etc.
- **Social Security Card**
- **Proof of District Residency:** Current lease agreement, utility bill, statement from Social Security Administration listing address. Cell phone bills are not acceptable.
- **Proof of Insurance:** DC Medicaid, DC Healthcare Alliance or private coverage.
- **Documents verifying the diagnosis of an intellectual and/or a developmental disability prior to age 22:** Examples include school records/transcripts, diagnostic assessments, medical records, social history.
- **Annual Medical Evaluation**
- **Signed Release of Information**

STEP 2 Service Coordination

If a person is found eligible for DDA services, he or she will be partnered with a Service Coordinator who will work with them to create an Individual Support Plan (ISP). The ISP ensures that the person receives the necessary supports to maintain. Positive control over his or her life. The ISP uses a person-centered approach to determine what type of services best meets the needs of the person: Natural Supports, Community Resources, Medicaid/State Plan or, if applicable, Home and Community-Based Services Waiver*.

HOW TO APPLY



The Intake application is available online at: www.dds.dc.gov



Search for:
Services for People with Intellectual and Developmental Disabilities



Look for the link:
How to Apply for DDA Services

* There is a separate eligibility process for the Home and Community Based Services Waiver.



Vocational Rehabilitation Services

RSA provides vocational rehabilitation services to help people with disabilities prepare for, secure, retain, advance in or regain employment consistent with the person's unique strengths, resources, priorities, concerns abilities, capabilities, interest, and informed choice. These comprehensive services may include:

- Information and Referral
- Assessment Services
- Counseling and Guidance
- Benefits Counseling
- Physical Restoration
- Vocational Training or Other Post-secondary Education
- Job Search Assistance
- Job Placement and Coaching
- Supported Employment

RSA works closely with businesses and community organizations to raise awareness and support for hiring people with disabilities. These partnerships provide people supported by the agency opportunities to explore diverse careers based on their abilities, skills, interests, education, and training.

Intake staff will assist people in completing the Person-Centered Questionnaire (PCQ). If the PCQ indicates that a person can benefit from VR services, staff will assist the person in completing the intake application.

STEP 1 Intake Application

People seeking vocational rehabilitation assistance must complete an intake application and interview to assess strengths, challenges, past experiences, and goals. The following documents will be needed to determine eligibility for services:

- **Any Government issued photo ID.**
- **Reports and letters** such as medical disability reports, psychological evaluations, SSI or SSDI benefits award letters.

After meeting with intake staff, additional assessments may be needed to best determine a person's eligibility for services. These could include: medical, psychological, neurological and functional capacity evaluations.

STEP 2 Vocational Exploration

If a person is found eligible for services, they will be matched with a VR specialist who will assist them in identifying the types of jobs and working environments that best meet their skills, interests, and abilities.

STEP 3 Individual Plan for Employment (IPE)

The IPE is the strategy the job seeker and VR specialist develop together to identify job goals, training and/or educational needs, and measures of success to ensure a person's success in reaching their employment goal.

STEP 4 Referral for Services

To ensure that job seekers have the skills and supports necessary to succeed on the job, the VR specialist and person with disabilities will actively engage with employment service providers to equip people with disabilities with the experience and professional insight about their chosen employment path.



STEP 5 Employment

Employment service providers and VR counselors help people with disabilities get hired. Examples of job placements include:

- Office/Administrative Support
- Hospitality Services
- Education
- Culinary Arts
- Food Service
- Information Technology
- Retail
- Legal Service
- Counseling
- Janitorial/Maintenance Service

HOW TO APPLY



The Intake application is available online at: www.dds.dc.gov



Search for: Services



Look for: Vocational Rehabilitation Services

Scroll to: How to Apply for Services

Click on: RSA Application Form

Transition Services

Transition Services connect students with disabilities to vocational rehabilitation programs while they are still in school. An Individual Plan for Employment (IPE) is developed and completed before the student graduates or ages out of school. This seamless continuum of services aims to achieve long-term employment outcomes for eligible students with disabilities. The benefits of transition services include:

1. Reducing gaps in services between education and employment.
2. Engaging students and young adults in post-secondary training programs to equip them with measurable skills and credentials that can lead to competitive, integrated employment.
3. Creating focused employment plans that lead to earlier attainment of long-term employment goals.

To ensure a smooth transition, the Rehabilitation Services Administration (RSA) collaborates with local schools (public, public charter, and non-public) to provide uninterrupted services from secondary education to post-secondary education, training, and employment. An RSA vocational rehabilitation specialist is assigned to every DC public school, public charter school, and non-public schools.



Pre-Employment Transition Services (Pre-ETS)

Pre-ETS are available to all students with disabilities, ages 14 -22, who are potentially eligible for vocational rehabilitation services, including any student with an IEP or eligible for a 504 Plan. Our transition unit works collaboratively with local schools and community organizations to coordinate pre-employment transition services. Examples of these services are:

- Job Exploration Counseling
- Work-Based Learning Experiences
- Counseling on Postsecondary Education and Transition Programs
- Workplace Readiness Training
- Instruction in Self-Advocacy

Independent Living Services

DDS partners with the DC Center for Independent Living (DCCIL) and other private agencies in the community to provide five core services.

Information and Referral

Connecting people to programs and services to help them achieve independence.

Independent Living Skills Training

Teaching people with disabilities how to manage a budget, organize a home, and practice healthy eating habits.

Advocacy

Raising awareness and influencing policy to protect the rights of people with disabilities and to improve public and private systems of support and services.

Peer Support

Offering one-on-one and group support to people with disabilities.

Transition

Assisting people with significant disabilities transition from nursing homes and other institutions to home and community-based residences; helping people at risk of entering institutions remain in the community; and assisting youth eligible for individualized education programs and who have completed their secondary education transition to post-secondary life.

CONNECT WITH DCCIL



www.dccil.org

Main Office:

2600 12th Street, NE,
Washington, DC 20018

Phone: (202) 388-0033

Southeast Satellite Office:

840 Chesapeake Street, SE,
Washington, DC 20032

Phone: (202) 889-5802



Office Hours

Monday - Friday, 8:30 am - 5 pm



Parking

Limited street parking,
several parking garages nearby



Nearest Metro

Federal Center SW



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DEPARTMENT ON DISABILITY SERVICES

One Independence Square
250 E Street SW, Washington, DC 20024
202-442-8400 | www.dds.dc.gov

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