



GET THE SUPPORT YOU NEED
Department on Disability Services



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), the Rehabilitation Services Administration (RSA), and the Disability Determination Division (DDD). Through these three administrations, DDS 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:

- **Supports and Services for People with Intellectual 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 ID or Vocational Rehabilitation Services. The PCQ helps identify a person's:

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



Services for Adults with Intellectual Disabilities (ID)

DDS is the public agency responsible for coordinating services and supports for people with ID. The Developmental Disabilities Administration (DDA) works with nonprofit and private organizations to provide a comprehensive array of services, which may include:

- Speech, Hearing and Language Services
- Occupational Therapy
- Physical Therapy
- Behavior Supports
- Employment Readiness
- Individualized Day Supports
- Respite Services
- Supported Living Services
- Supported Employment
- Art Therapies
- Assistive Technology Services
- Family Training

Intellectual Disability means a substantial limitation in capacity that manifests before 18 years of age and is characterized by significantly below-average intellectual functioning (generally an intelligence quotient (IQ) score of 69 or below), existing concurrently with two (2) or more significant limitations in adaptive functioning. Staff in the Intake and Eligibility Determination Unit verify a person's eligibility for ID services with two steps.

STEP 1 Intake Application

If the PCQ indicates that a person can benefit from ID services, staff will assist the person in completing the intake application. The following documents will be needed:

- **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 or private coverage.
- **Documents verifying the diagnosis of ID prior to age 18:** Examples include school records/transcripts, diagnostic assessments, medical records, social history.
- **Applicable Psychological or Psychiatric Evaluations**
- **Annual Medical Evaluation**
- **Signed Release of Information**

STEP 2 Service Coordination

If a person is found eligible for ID services, he or she will be partnered with a **Service Coordinator** who will work with them to create an Individual Service Plan (ISP). The ISP ensures that the person receives the necessary supports to maintain positive control over his or her life. The ISP process begins with determining what types of services best meet 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

DDS provides vocational and rehabilitative services to help people with disabilities to enter, regain, or advance in employment. The Department provides comprehensive rehabilitation services, which 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

DDS 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.

DDS 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 an intake interview to assess strengths, challenges, past experiences, and future employment goals. The following documents will be needed:

- A **Government issued I.D.** such as a driver's license or DC resident card.
- **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, and neurological and functional capacity evaluations.

STEP 2 Vocational Exploration

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

STEP 3 Individual Plan for Employment (IPE)

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

STEP 4 Referral for Services

To ensure that job seekers have the skills and supports necessary to succeed on the job, the VR counselor 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 line 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

Independent Living Services

DDS is the Designated State Entity (DSE) that receives, accounts for, and disburses funds to provide Independent Living Services to District of Columbia residents who have disabilities. 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 who were eligible individualized education programs and who have completed their secondary education transition to post-secondary life.

Connect with DCCIL

www.dccil.org

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Secondary Transition Services

Transition Services support a pathway that allows people with disabilities ages 14–24 enrolled in high schools or other secondary education settings to enter into adult services through the Department on Disability Services (DDS). Through these services, youth will be able to pursue self-directed, meaningful lives and employment based on their abilities and interests.

DDS collaborates with local public schools, public charter schools, non-public schools, service providers, and community organizations to implement and ensure an uninterrupted plan of services to lead people toward gaining and maintaining competitive, integrated employment.

Youth diagnosed with an intellectual disability also have the opportunity to access life-long supports. People can apply for services at any point while enrolled in school and are encouraged to apply sooner rather than later.

Youth Pre-Employment Transition Services (Pre-ETS)

Partnering with local education agencies (DC Public Schools, DC Charter Schools, and non-public schools) DDS ensures that all people age 14 up to 22 with a disability enrolled in secondary, postsecondary, or other recognized education program have access to pre-employment transition services. These services equip students with the necessary soft skills and job readiness tools that will help them thrive in competitive, integrated employment.

- Students do not have to apply for, or be found eligible for, vocational rehabilitation (VR) services in order to receive pre-employment transition services.
- DDS works collaboratively with local schools, District employment agencies, and community service providers to coordinate pre-employment transition services.





Office Hours

Monday – Friday
8:30 am – 5:00 pm



Nearest Metro Station

Federal Center SW



Parking

Limited street parking
and several parking
garages are nearby



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