

State of Connecticut, Department of Developmental Services

Checklist for Application Process

Application packets received with all required documents listed on the following Checklist can be processed upon receipt.

Name: _____ Town of Residence: _____ Date of Birth: _____

Step 1- Complete the Eligibility Application form.

Please remember to sign the Application form as only Applications that have been signed can be accepted.

Step 2- Include the following in your application packet:

Psychological and Educational Testing performed through the age of 17: This testing can usually be obtained from schools, agencies, or private psychologists upon your request. For individuals applying for services for the intellectually disabled, psychological evaluations (cognitive and adaptive) must be done prior to the age of 18, per Connecticut General State Statute 1-1g. For individuals applying for Autism Spectrum Disorder, a standardized test of Autism must be done prior to the age of 21.

- **Intelligence/Cognitive tests:** Tests such as the Wechsler or Stanford-Binet assess the applicant's intellectual/cognitive ability and generate IQ scores. Please submit IQ tests performed through the age of 17.
- **Adaptive skills tests:** Tests such as the Vineland or Behavior Assessment System for Children (BASC) evaluate the applicant's ability with daily activities such as dressing, grooming, and social skills. Please submit all adaptive tests performed through the age of 17.
- **Autism diagnostic testing (if applicable):** Tests such as the Gilliam Autism Rating Scale (GARS), Childhood Autism Rating Scale (CARS), and Autism Diagnostic Observation Schedule (ADOS) indicate a diagnosis of an Autism Spectrum Disorder.

Medical History and Most Recent Physical Examination: This can usually be obtained from your primary care physician upon request. If there are psychiatric evaluations, these should be included. If the applicant has been diagnosed with Prader-Willi Syndrome, please include a copy of the physician's report diagnosing this disorder. It is not necessary to send routine medical visit information.

HIPAA Acknowledgement Form: The form must be complete and signed by the applicant if the applicant is 18 years of age or older, or the applicant's legal guardian if the applicant is 18 years or older and has a court appointed legal guardian.

Guardianship or Conservatorship Forms: Provide a Probate Court decree of appointment of guardianship or conservatorship if applicable. If appointed from out of state, Probate Court decree in the state of CT must be provided; otherwise applicant (Age 18+) must sign application and HIPAA acknowledgement letter.

Proof of CT Residence: This can include the applicant's CT driver's license or CT non-driver photo ID, DSS Connect Card, tax form, etc.

Copy of the following: Birth Certificate, Social Security Card (if applicable), Health Insurance Card AND Medicaid Card (if applicable). For the Early Childhood Autism Waiver, services will not be provided without the Husky A or B card.

Educational Information: Include the last 3 years of educational records including Individualized Education Programs (IEPs), standardized test scores, and triennial evaluations. *For applicants under 3 years of age, please submit a copy of the Individual Family Support Plan (IFSP).*

Step 3- If you are MISSING any of the above documentation, you will need to complete a **Release of Information** form and SEND it to your doctor, psychologist, school or clinic and request these records. **Do NOT send the release forms to DDS because DDS CANNOT send these documents for you.**

Send correspondence via:

Postal mail: **DDS Eligibility Unit, 460 Capitol Avenue, Hartford, CT 06106**

Fax: **(860) 622-2797**

Email: **DDS.Eligibility@ct.gov**

Record Retention Policy: Pursuant to Connecticut General Statute §11-8 and §11-8a, DDS retains records used in the eligibility determination process for **10 (ten) years** from the date of application.