



Many individuals with disabilities receive benefits from a variety of sources. It can be complicated to keep track of all of these services and how they are accessed.

Developmental Disabilities Administration (DDA)

The gatekeeper to almost all of these services is the Developmental Disabilities Administration (DDA). If your sibling is already a DDA client, they have a case manager that is your primary resource for what services your sibling is eligible for, receives, and might receive in the future.

If your sibling isn't a client of DDA, you can request an assessment. In order to apply for DDA eligibility, your sibling must:

1. Be a resident of Washington State. If your sibling lives out of state, the process can't begin until they move, and eligibility in their current state will not transfer.
2. Have an eligible condition. You can find a list of qualifying conditions here: dshs.wa.gov/dda (click on Eligibility)

Once these conditions are met, you can request a determination of eligibility from your local DDA office or online. An application packet and list of locations can be found at dshs.wa.gov/dda (click on Eligibility)

Documents to have on hand:

- Verification of identity
- Verification of residency
- Proof of disability
- Guardianship or Adoption records

It's important to know that the waiting lists for some services are very long. It's best to start the process as early as possible.

Your sibling's services will be reassessed regularly with your case manager, and put into an Individual Service Plan (ISP). It might be a good idea to keep a copy of this plan for your records, or at least know where the original is kept. The ISP meeting, where the plan is developed and revised, is a great way for siblings to be involved and keep on top of an individual's services.

My Life Plan is an online app that can help you start to think about goals and support needed prior to meeting with your DDA case resource manager for an assessment and service planning, or for your own planning purposes.
mylifeplan.guide

Social Security

Many individuals with disabilities are eligible for Supplemental Security Income (SSI) through Social Security. These funds are intended to pay for basic living expenses. Additionally, eligibility for SSI can open the door to additional services, such as Medicaid. For more information, call 1-800-772-1213 or visit [ssa.gov](https://www.ssa.gov). Your DDA case manager can help you navigate Social Security, but it's also important to keep clear records of everything you send to Social Security, as well as any income records for your sibling, such as pay stubs.

Waivers and Community First Choice

Most services that DDA provides are accessed through a Home & Community Based Services Waiver. Waivers are granted based on a combination of eligibility and available funding- in other words, your sibling can be eligible for a waiver but will usually be placed on a waiting list until funding becomes available. Your family can ask to be added to the "waiver enrollment database," which is the official waiting list for waivers.

DDA has five waivers: Individual & Family Services (IFS), Basic Plus, CORE, Children's Intensive In-Home Behavior Support (for children ages 8-20), and Community Protection. Most adult individuals living at home with parents will be placed on an IFS or Basic Plus Waiver, which can give them things like personal care support, assistive technology, transportation, and support for community access. Individuals not residing at home and with more intensive needs will sometimes be placed on a CORE or Community Protection waiver, which gives them access to supported living services.

Community First Choice (CFC) is a non-waiver entitlement program that offers funding for personal care, assistive technology, skills acquisition training, and an electronic device that allows you to call for help in an emergency. Since this is an entitlement program, if your sibling meets the financial and eligibility requirements, they can receive it without being placed on a waiting list.

More information about waivers can be found at:

dshs.wa.gov/dda/consumers-and-families/waiver-program

Other Possible Benefits

Basic Food- Formerly known as food stamps or SNAP, this monthly benefit can help low income individuals with food costs. [foodhelp.wa.gov](https://www.foodhelp.wa.gov) | 877-501-2233

Washington Assistive Technology Act Program- A hub for assistive technology including communication devices, WATAP can provide information, referrals, training, and device loans. [watap.org](https://www.watap.org) | 800-214-8731

Case Manager Contact Information

Name: _____
Phone: _____
Email: _____

List of Current Benefits:

List of Benefits to Learn More About:

List of Documents and Location:

List of Documents Needed:
