**Developmental Disabilities Administration (DDA) Eligibility Flow Chart**

**Are you a client of DDA?**
- **YES**
- **NO**

**Are you receiving a paid DDA service?**
- **YES**
- **NO**

**Are you looking for personal care services to help with activities of daily living (e.g., dressing, bathing, hygiene, toileting, cooking, shopping)?**
- Contact DDA to request Community First Choice (CFC).
- You will need to be Medicaid eligible in order to receive CFC services (see next step).

**Are you looking for services other than personal care, such as respite, supported employment, supported living, and more?**
- Contact DDA to request a Home & Community Based Services waiver.
- You will have a functional assessment and your DDA case manager will submit a waiver request on your behalf. If you are approved, DDA will notify their Long Term Care Team who will contact you by mail to determine your financial eligibility.
- NOTE: You do NOT have to be Medicaid eligible to request a waiver.

**Are you eligible for SSI and or Apple Health?**
- **YES**
- **NO**

**If you requested CFC Services** a functional assessment will be done to determine your personal care hours and other CFC benefits.

**If you requested Waiver Services** your DDA case manager will finalize your person centered service plan and ask you to sign it and a form that says you accept the waiver.

**If you requested waiver services for a minor, and your family income is too high to qualify for traditional Medicaid, your family resources will be disregarded during the Medicaid eligibility review.**

**Do you have an unmet need?**
- Let your DDA case manager know that your family member’s needs or circumstances have changed. Request additional services and/or hours.

Informing Families is a resource of the Washington State Developmental Disabilities Council. For more information, visit: [www.informingfamilies.org](http://www.informingfamilies.org)