



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

Developmental Disabilities Administration

Frank W. Kirkland, Executive Director

Memorandum

To: DDA stakeholders

From: Frank W. Kirkland
Executive Director

Cc: All DDA Staff
Resource Coordination providers

Re: DDA eligibility – web site link and new application

Date: December 17, 2012

I am pleased to announce that DDA has a new Application for Eligibility. Effective immediately, the new application is to be used whenever someone is initially applying for DDA eligibility. The goal of the new application is to gather relevant information regarding the applicant, their current services and needs. The DDA or its representative will use the information to prepare for the face-to-face interview with the applicant and to assist in offering additional information and referrals.

The new application may be accessed via the DDA web site, <http://dda.dhmh.maryland.gov>, under a newly created tab, Apply for Services. The new tab contains step by step instructions on how to apply for DDA services and including the link to the new application. In the coming weeks, a Spanish version of the application will be available on the site.

In anticipation of the application being released, DDA recently offered training to DDA eligibility staff and Resource Coordinators on the recently published Advisory Guidelines for Determining Eligibility for DDA Funded Services and the application. Resource Coordinators assisting people in applying to DDA and regional staff reviewing the applications are to follow these guidelines to ensure that DDA's eligibility and access processes are fair, consistent and equitable across regions. A copy of this document is available under the resources tab on the DDA web site.

In closing, thank you for your attention to this announcement. Please share this information with your contacts. Also, please remember to destroy any copies of the previous DDA application. If you have questions regarding eligibility or the new application, please contact your local DDA Regional Office.