Your Child's Application for Developmental Disabilities Administration (DDA)

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A step-by-step guide to submitting an application for DDA on behalf of your child.

The Washington State Developmental Disabilities Administration (DDA) is responsible for administering services and supports to children and adults with developmental and intellectual disabilities.

Applying for DDA services can take some time and involves two main steps:

1. First, you'll submit an application to see if your child meets DDA's eligibility requirements.
2. Once they're enrolled, you can either request services right away or wait until you're ready.

Since each step can take a while, it's a good idea to apply early, even if you don't have an immediate need for services.

Before you begin the process of applying for DDA services, it's important to understand the eligibility criteria and gather the necessary information. Here's a step-by-step checklist to help you get started:

- [ ] **Verify Eligibility**: Review the Eligible Conditions With Age and Type of Evidence to confirm that your child's condition qualifies for DDA support.
- [ ] **Complete Required Forms**: Fill out the Request for DDA Eligibility Determination form. This form is crucial for starting the DDA process.
- [ ] **Consent Form**: Fill out the Consent Form to authorize the release of necessary information for your application.
- [ ] **Acknowledge Privacy Practices**: Agree to the DSHS Notice of Privacy Practices for Client Medical Information to ensure that your child's medical information is handled in compliance with privacy regulations.
- [ ] **Submission**: Submit all the completed forms and required information to your local DDA office.

*Eligibility can be established as early as birth and can continue throughout a person's life. There are a couple of ages where the eligibility requirements change, and re-application may be required. See DDA's **Eligible Conditions** chart for more detail on eligible conditions, age ranges, acceptable tests for diagnoses, and assessments to show substantial limitation.

*For more information on filing the right paperwork, view **PAVE's DDA Access Eligibility video**. Informing Families also has **a video about Applying for DDA**.

If you have additional questions, contact your local DDA office by calling:

- 1-800-462-0624 for: Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima Counties
- 1-800-788-2053 for: Island, King, San Juan, Skagit, Snohomish, and Whatcom Counties
- 1-800-248-0949 for: Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Kitsap, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, and Wahkiakum Counties

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