



# What I Need for Eligibility for Stark DD Services

*Before help from Stark County Board of Developmental Disabilities (SCBDD) can begin, the person wanting services needs to be found ELIGIBLE for services. Being ELIGIBLE means that the person meets a “checklist of requirements” that defines eligibility. The Initial Request for Eligibility can take place at any age, but eligibility is required to be re-determined at ages 3, 6, 16. The SBCDD Intake and Eligibility process follows applicable Ohio Revised Code for process, timelines and procedures.*

## STEP 1

### Who needs to call?

- Person or guardian wanting the services needs to call in themselves. Our services are voluntary and we need to know that you are aware of the process and want to proceed with the process. 330-479-3582.

### After calling in, what happens?

- A referral will be completed by the SSA Intake Specialist which starts the eligibility process. Records verifying a qualifying diagnosis from a medical professional (Neurologist, Psychiatrist, Psychologist or Counselor that can diagnose) will be needed.
  1. You can provide the records yourself or request the doctor to fax them to the SSA Intake Specialist, 330-479-3583.
  2. **Or** the Intake Specialist can send you a Release of Information to sign and mail back in the envelope provided. The Intake Specialist will then fax the Release of Information to the doctor(s) indicated to obtain the records.



# What I Need for Eligibility

## What happens after the Intake Specialist takes my records?

- Once the SSA Intake Specialist obtains the records, they will be reviewed.
  - \*\*\*If there is a qualifying diagnosis identified, the records and referral will be sent on to **STEP 2**.
  - \*\*\* If there is no qualifying diagnosis identified, the Intake Specialist will contact the person making the referral to discuss further action .

## Now that the intake process is complete, how is eligibility established?

### STEP 1

- The referral and records verifying a qualifying diagnosis will be sent on to the SSA Eligibility Specialist. The SSA Eligibility Specialist will make contact with the individual or guardian to set up a date and time to meet and complete the assessment. This assessment tool will determine eligibility. Once the assessment has been complete, SCBDD will mail you a letter stating the results of the assessment. If found eligible, you will receive more information from the SCBDD. If you have questions, or need assistance identifying the services needed, please call the Intake Specialist at 330-479-3582. If not found eligible, the letter will contain community resources to contact for further assistance as well as information about the appeal process.