GUIDE TO APPLY FOR BENEFITS AND ENTITLEMENTS

Supplemental Security Income (SSI)

Fee-for-Service Medicaid (Title 19 Insurance)

Guardianship

An individual should apply for Supplemental Security Income (SSI), Fee-for-Service Medicaid (Title 19) and Guardianship at age 18. Individuals must be enrolled in adult Fee-for-Service Medicaid in order to be eligible to receive vocational or day program funding from the Department of Developmental Services (DDS) upon graduation. Enrolling in Fee-for-Service Medicaid also qualifies the individual who is eligible for DDS services to have a DDS case manager assigned.

Supplemental Security Income (SSI) [www.ssa.gov]:
SSI is an income based eligibility program through the Federal Social Security Administration.

- Apply through the Social Security Administration (SSA) at 1-800-772-1213.
- Apply for SSI prior to applying for Fee-for-Service Medicaid. During the process of applying for SSI, the individual will obtain a disability determination from the federal government that will assist them in obtaining Medicaid. The Medicaid application is much smaller if the SSI disability determination document is obtained first and a copy of it is submitted with the application.
- Since SSI is a federal income based program, individuals must meet certain asset, income and disability status criteria to be eligible. Some individuals may be eligible for SSI prior to the age of 18 based upon the assets and income of their family. When an individual applies after the age of 18, their eligibility is determined on their own assets and income.
- Contact the SSA for an application prior to the individual’s 18th birthday to begin working on the application and to make an appointment right after they turn 18 to file the application.

Fee-for-Service Medicaid (Adult Title 19) [www.ct.gov/dss]:
An individual must be enrolled in Fee-for-Service Medicaid in order to be eligible for a DDS case manager to be assigned and for day, vocational or residential funding from DDS.

- Apply through your local Department of Social Services office (DSS)
- The Title 19 application to fill out for adult Medicaid is called a “W-1F”. You can request a copy from DSS or you can download this application from the DSS website at: https://www.ct.gov/dss/lib/dss/PDFs/w-1f.pdf.

Even though an adult individual may be covered under their parent’s insurance, they must still apply and be enrolled in Title 19 as a secondary insurance in order to receive funded service supports from DDS.

Fee-to-Service Medicaid (Title 19) is for adults age 18 and over and is not the same as Husky Medicaid. Husky Medicaid eligibility is determined by the income and assets of their parent/guardian. When an individual turns 18, they are determined to be an adult and their eligibility for Title 19 is determined by their own assets and income. To be eligible, their assets cannot exceed $1,600 if they are disabled. If individuals are eligible for competitive employment, they should be applying for Medicaid for the Working Disabled which is also known as “S05”. This type of Medicaid insurance allows the individual to have up to $10,000 in assets, a home and a car, and make up to $75,000 per year in income.
Guardianship:

*Every individual in the State of CT who is 18 years of age or older is considered to be adult that is legally capable of making all of their own personal decisions. Guardianship can only be appointed by the court through legal process, even if the individual is identified as having a disability.*

- Apply through your local Probate Court. The process can begin before age 18.
- The fee is $150 and may be waived, if requested, based upon income.
- DDS is contacted to do the assessment by the Probate Court after the application is filed.

**IF YOU REQUIRE ASSISTANCE, PLEASE CONTACT YOUR CASE MANAGER OR THE DDS HELPLINE FOR YOUR REGION IF YOU DO NOT HAVE A CASE MANAGER ASSIGNED:**

- DDS NORTH: 1-877-437-4577
- DDS SOUTH: 1-877-437-4567
- DDS WEST: 1-877-491-2720
**Who Is Eligible For Services?**

In order to be eligible for supports or services from the Department of Developmental Services, a person must:
- Be a resident of Connecticut
- Have mental retardation as defined in Connecticut General Statutes 1-1g (see below), or
- Provide a medical diagnosis of Prader-Willi Syndrome.

*(Prader-Willi Syndrome is a neurobehavioral genetic disorder. Given that this is a genetic disorder, a physician, using medically appropriate criteria, must make the diagnosis.)*

**How Is Mental Retardation Defined?**

Connecticut General Statutes 1-1g defines mental retardation as significantly subaverage general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period.

**What Does This Mean?**

- A person has mental retardation if both intellectual and adaptive difficulties are present and occurred before the individual was 18 years of age.
- To show that individual has mental retardation, you will need copies of all intelligence tests (IQ tests) that have been done, especially those done prior to age 18.
- Typical IQ tests that can be considered include the Stanford-Binet Test of Intelligence and the Wechsler Intelligence Scales (Children and Adult versions are available.)
- The scores on the IQ tests need to be 69 IQ points or lower.

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**How Do I Apply For DDS Services?**

An application for eligibility determination may be submitted by any resident of Connecticut or by someone on the person’s behalf. To apply for services from the Department of Developmental Services, please call our Eligibility Unit at the toll free number—**1-866-433-8192**. If calling from out-of-state or from areas where the toll free number does not connect, call 1-860-418-6117. Basic information will be taken over the phone and an eligibility packet will be sent to you.

**Call 1-866-433-8192 to apply for DDS eligibility.**
What Does This Mean?  Continued from page 1

- You will also need to provide a copy of an adaptive behavior test such as the Vineland Adaptive Behavior Scale. These tests measure any special assistance needed in activities of daily living such as handling money, cooking, dressing, grooming and in social activities and relationships.
- On adaptive behavior tests, the amount of assistance required for a person with mental retardation is typically much more than other individuals of the same age.

What Information Will I Need To Provide?
- DDS Form #130—Request for Services (This is in the packet you will receive.)
- Copy of Birth Certificate
- Copy(s) of all of the individual’s Medical Insurance cards including private insurance, Medicaid and/or Medicare.
- Copy(s) of psychological testing—both intelligence (IQ) and adaptive testing. (This testing can usually be obtained from schools, other agencies or private psychologists upon request.)
- Copy(s) of medical history and the most recent physical examination report. (This can usually be obtained from your primary care physician.)
- If applicable—copy of Guardianship or Conservator forms from the Probate Court.
- If the child is under five years of age, then a recent Individual Education Plan (IEP), or Individual Family Support Plan (IFSP) or medical information documenting developmental delays. (A child under five years of age with significant delays which may lead to mental retardation may be eligible for DDS services even before IQ testing is done. Once psychological testing is done, you must submit copies of those tests. Your child’s school may or may not provide testing as part of your child’s Triennial Evaluation. If the school does not provide cognitive testing, it is still your responsibility to provide the testing to DDS to prove your child’s continued eligibility. In order for your child to continue to be eligible, DDS must receive test results by the time your child is age 8 years. If appropriate testing is not received by the time your child is 8 years old, you will receive a letter stating that if documentation is not received by the time your child is age 9, he or she will be determined no longer eligible for DDS services.)

What Happens If I Am Determined Eligible?
Once eligibility is determined, a DDS Region will be assigned to help you access services and supports. However, eligibility for services does not assure that requests for services can be met immediately. Services of the Department of Developmental Services are provided on a priority basis and within available

What If I Am Found Ineligible?
If a decision of ineligibility is made, the reasons for this decision will be listed in the notification letter. Also included will be a form for you to send in if you decide to request a hearing on the finding of ineligibility. You may submit the form within 60 days of receiving the eligibility determination.
The Department of Developmental Services (DDS) is divided into three regions, the North, West and South Regions, with each region having at least two transition coordinators.

**The role of the DDS transition coordinator:**

1. Assist students, families, school systems, adult service agencies and DDS case managers in planning a student’s transition from school to adult life.
2. Collaborate with the following state agencies to insure that all transition options are explored and presented to students, families and school systems for consideration:
   - Department of Social Service (DSS)
   - Bureau of Rehabilitation Services (BRS)
   - Board of Educational Services for the Blind (BESB)
   - State Department of Education (SDE)
   - Department of Children and Families (DCF)
   - Department of Mental Health and Addiction Services (DMHAS).
3. Collaborate with providers of adult services to insure that students, families and school systems become knowledgeable of the various employment and day service supports available.
4. Participate in informational sessions.
5. Assist in the DDS planning process for graduating students.

**Eligibility for DDS services:**

In order to qualify for services from DDS, an individual must apply and meet criteria for eligibility. To be found eligible for services, the individual must reside in Connecticut. The individual’s IQ score must be 69 or less. At the same time, the person must also have deficits in adaptive functioning. Individuals with a diagnosis of Prader-Willi syndrome are also eligible.

In order to effectively plan for transition, an individual should apply to DDS as early as possible, but no later than during his/her initial years in high school. To obtain an application, please call the DDS Central Eligibility Unit at: 1-866-433-8192. An individual and/or family member may be assisted by school personnel in applying for DDS eligibility and in the completion of the application process once written permission has been given by the individual/family to DDS.

**Please Note:**

For those children who remained with the Department from the birth-to-three system, it is necessary for them to reapply after the age of 7 years old. Typically it is at this time when IQ testing is administered. DDS must receive test results by the time a child is age 8 years old to continue services.

**Requirements for eligibility for DDS employment/day services funding:**

At age 18, an individual should apply to the Department of Social Services (DSS) for Medicaid/Title 19 and apply to the Social Security Administration for social security entitlements. It is imperative that the individual be eligible for Medicaid in order to receive DDS employment or day program funding upon graduation.

Employment and day services supports for school graduates are funded through the DDS Home and Community Based Services (HCBS) waivers. To be eligible for the HCBS waivers, an individual must qualify for Medicaid and must agree to maintain Medicaid eligibility.
**DDS has two HCBS Waivers:**

1. The Individual and Family Support Waiver provides in-home, day, employment and family support services for people who live in their own or family home.

2. The Comprehensive Waiver is for services delivered in residential licensed settings and employment/day services and in-home services for individuals who need a more intensive level of support to remain in their own or family home.

**Accessing DDS services:**

1. The DDS case manager is the primary contact in accessing any services from the Department.

2. The Department begins planning for upcoming graduates, who have been determined to be eligible for services by DDS, two to three years prior to graduation at the age of 21.

3. DDS services are non-mandated supports and therefore are based on availability of resources and funding.

4. For any student who graduates from his/her school system prior to the age of 21, all efforts will be made to provide employment or day services funding as available.

**How school systems/parents can be of assistance in the DDS transition planning process:**

1. Invite the DDS case manager and/or transition coordinator to Planning and Placement Team (PPT) meetings and transition meetings.

2. Provide on-going information regarding the strengths, preferences, interests, and needs of the student.

3. Provide information and assistance to students and families regarding DDS services.

4. Partner with DDS personnel to provide information to students and families regarding DDS approved provider agencies.

5. Participate in scheduling visits to provider agencies during the transition process.

6. Collaborate with DDS personnel in all aspects of transition planning.

**For further information regarding DDS transition planning, contact the following:**

**North Region:**

1. Mary Stark (Willimantic office, 860-456-6347) E-mail: mary.stark@ct.gov
2. Jo-Ellen Wickwire (Newington office, 860-331-2040) E-mail: jo-ellen.wickwire@ct.gov

**South Region:**

1. Barbara Poplawski (Wallingford office, 203-294-5127) E-mail: barbara.poplawski@ct.gov
2. Gloria Delmonte (Wallingford office, 203-974-4273) E-mail: gloria.delmonte@ct.gov

**West Region:**

1. Cindy Stevenson (Stratford office, 203-455-3163) E-mail: cynthia.stevenson@ct.gov
2. Mary Crane (Cheshire Office, 203-806-8745) E-mail: mary.crane@ct.gov
3. Jennifer Abbott (Torrington office, 860-496-3059) E-mail: jennifer.abbott@ct.gov
4. Holly Patrick (Danbury, 203-448-3517) E-mail: holly.patrick@ct.gov

*Please visit the Department of Developmental Services website at WWW.ct.gov/dds*