



TOTAL CARE CENTERS FOR SUPPORT SERVICES

Helping Others Meet Life's Challenges

DDA ELIGIBLE TRANSITION PROCESS

By age 14, students with developmental disabilities should:

- Apply for DDA services
- After DDA eligibility is determined; the DDA regional office sends a letter to the student and their family stating eligibility category, services, and a priority category.

Age 18

- One month before the student turns 18 he/she can apply for Supplemental Security Income (SSI) and Medicaid Health Insurance, including Medicaid.

Fall or Spring prior to final school year

- Coordinator of Community Services (CCS) should work with student and family to update DDA on student eligibility and request Day or Supported Employment Services, otherwise known as TY services.
- Student and family should attend a local Transitioning Youth Fair.
- Individuals who are determined eligible for MA may be eligible to participate in day services under the Home and Community Based Waivers. These services will be explained to you by the CCS or DDA regional office.
- Student should apply to Division of Rehabilitation Services (DORS)

Spring prior to final school year

- Student and family should visit and interview at least 3-4 DDA adult service providers in the student's local area.

Fall of final school year

- If the student has applied for DDA services but by the fall of their last year of school has not received an eligibility letter from DDA, the student and family should contact the DDA regional office to verify eligibility and Coordination of Community Services provider agency.
- Select a provider by no later than December 1st and inform the student's CCS of the selection. The CCS will help with the transition.
- Complete the provider's application.
- If, after reviewing the application, the provider agrees to offer the student services, the provider, student, family and Coordinator of Community Services will participate in the development of a service funding plan. This plan describes the services requested and the anticipated costs. After the plan is reviewed and approved by student and/or guardian, the provider, and CCS it is signed by aforementioned team. The provider will submit the plan to the DDA regional office for approval.

Winter/early spring of final school year

- DDA regional office reviews the service funding plan.
- Once the service funding plan is approved and prior to graduation, the student and family will receive a letter from the DDA informing them of the start date for services. **(Note that because of limited funding, DDA services may not necessarily begin the day after the student exits school. Contingency plans for necessary supports should be made in the event that funding is not immediately available. This plan should be discussed at the IEP meeting, well in advance of the student's anticipated exit date.)**

