



## ELIGIBILITY FOR OPWDD SERVICES

*Important Facts* – December 2021

(Replaces October 2012 version)

OPWDD, through its local Developmental Disabilities Regional Offices (DDROs), determines whether a person has a developmental disability and is eligible for OPWDD-funded services. This Fact Sheet explains the Three-Step Eligibility Determination Process and describes the type of information OPWDD needs to make an eligibility determination of developmental disability.

**Please note** that even when someone is determined to have a developmental disability, the person may not be eligible for all OPWDD-funded services. Some OPWDD-funded services require additional reviews that are not described in this fact sheet.

### **ELIGIBILITY DETERMINATION PROCESS**

#### **Eligibility Request**

The ***Transmittal for Determination of Developmental Disability Form*** <https://opwdd.ny.gov/eligibility> must accompany all requests sent to the DDRO for eligibility determinations. The **Required Documents** described on page 2 of this Fact Sheet must also be included as part of the eligibility request. Eligibility information is available through OPWDD's Front Door. A list of Front Door contacts can be found here: <https://opwdd.ny.gov/contact-us>

#### **Three-Step Review Process**

The process for determining eligibility may involve multiple review steps, and is designed to make sure that every person receives a fair and thorough review.

##### **1<sup>st</sup> Step Review**

At the First Step, DDRO staff review the eligibility request to make sure it is complete. After this first review, the DDRO notifies the person in writing that:

- (a) Eligibility

