



# Qualifying for Services

*Eligibility process for ages 3 and older*

*For children younger than 3, please call at (800) 755-4769*

## **Provide Proof of Disability**

The most recent school, medical and psychological reports may include proof a person has a disability. Families are asked to gather these records. Guardians will need to provide probate court records showing proof of appointment.

## **Visit and Interview**

If the records confirm a developmental disability, the Introduction & Eligibility Department will send an Eligibility Specialist to meet you and your family member age 6 and older who is seeking services. They will listen and ask questions.

## **Eligible or Not Eligible**

You will receive a letter in the mail stating if your family member can receive services or not. If eligible, services can begin. If not, staff will help you find other options.



State rules require Introduction & Eligibility staff to determine if your family member has limitations in several life skill areas, depending on age. Life skill areas include mobility, communication, learning, self-care, self-direction, independent living and economic self-sufficiency.

A person who qualifies for services:

- Has a disability that started before his or her 22nd birthday
- Has a lifelong disability
- Is eligible for services based on Ohio's Department of DD rules

***Eligibility is redetermined at ages 3, 6 and 16.*** This means your family member might not always be eligible for services. You have the right to appeal if you do not agree with the results of the eligibility review.

**How long does this take?**

Our goal is to complete the eligibility process in 30 days, but this depends on how quickly the family provides records confirming a developmental disability.

*To learn more about qualifying for services, please contact Hamilton County DD Services Introduction & Eligibility Department, (513) 559-6990.*

*Hamilton County  
DD Services*

1520 Madison Road  
Cincinnati, OH 45206

(513) 794-3300  
[www.hamiltondds.org](http://www.hamiltondds.org)