



**Office for People With
Developmental Disabilities**

Andrew M. Cuomo, Governor
Kerry A. Delaney, Acting Commissioner

Dear:

Date:

In response to your recent request for OPWDD services, the first step is to determine eligibility for OPWDD services. Please submit the "Transmittal Form for Determination of Developmental Disability" (including filling in the social security number and whom you want notified regarding eligibility status) along with:

- ✓ Current psychological evaluation (completed within 3 years) including a comprehensive assessment of IQ, and adaptive functioning. Please see attached "Important Facts" sheet for a list of acceptable measures of IQ and adaptive functioning.
- ✓ Medical or specialty comprehensive report documenting the developmental history, and symptom course over time as well as the conditions impact on adaptive functioning.
- ✓ For AUTISM, a comprehensive specialty report is required.
- ✓ Social history (obtained from a Social Worker)
- ✓ Medical/Physical Examination Report (completed within one year)
- ✓ If a psychiatric disorder or challenging behavior are also present, a psychiatric evaluation report and a statement about the extent that it interferes with adaptive functioning separate from the impact of the suspected developmental disability is needed.
- ✓ IEP or any other professional assessment that documents that the developmental disability originated prior to the age of 22.

For more information, please see enclosed "Eligibility for OPWDD Services – Important Facts" and check our website at https://opwdd.ny.gov/opwdd_services_supports/eligibility. If you have any further questions, please call Ms. Frances McCarthy at (631) 952-6972 or Mr. Eric Lewald, LMSW at (631) 416-3914, or email your question to RO5eligibility@opwdd.ny.gov. Please mail a complete packet to the following address:

LI-DDRO
415-A Oser Avenue
Hauppauge, NY 11788
Attn: Eligibility

You can also reach out to a Care Coordination Organization (CCO) for assistance with the application process and more information on coordination of services. Please see attached document containing CCO contact information.

Enclosures (3)

Important Facts, Transmittal form and Instructions for the documentation of DD, List of Resources
