



Information for Applicant
(Please read this page first!)

We know that completing paperwork for disability services can be overwhelming! Please use this page to guide you through the process.

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| | Complete the 2-page <u>Application for Intellectual Disabilities or Developmental Disabilities Services</u> . |
| | Call 678-947-2818 if you need assistance with the application. |
| | <i>Return the application and supporting documents to:</i> Department of Behavioral Health and Developmental Disabilities Region 1 Field Office Attn: Intake and Evaluation Unit 1230 Bald Ridge Marina Rd, Suite 800 Cumming, GA 30041 |
| | <i>Once we have determined we have a completed Application Packet</i> , someone from our Field Office will contact you and/or your family participant/representative to schedule a screening assessment meeting within 14 business days. |

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| ✓ | Please submit copies of the following information along with the application: |
| | Psychological Evaluation that includes IQ score and adaptive skills testing prior to the age of 18 for an Intellectual Disability OR prior to the age of 22 for a Closely Related Condition Example: School Psychological Report |
| | Proof of Citizenship – birth certificate, passport, permanent resident card |
| | Copy of Social Security card or Social Security number |
| | Copy of Medicaid and/or Medicare card |
| | Copy of Social Security Benefit information |
| | Copy of guardianship documents (if applicable) |
| | Copy of reports describing the disability completed by schools attended or by other service agencies (i.e. copies of IEP) |
| | Authorization for Release of Information (requires signature) If you want us to send off for records from a particular agency |
| | Notice of Privacy Practices (requires signature) |