



## NEED FOR DOCUMENTATION

**WHAT WE NEED:** Determining someone's eligibility for services based on a developmental disability can be particularly complicated. Examples of the kinds of records that are most helpful in determining eligibility are:

- Psychological Evaluations
- Individualized Education Plans (IEPs) and other school-based assessments
- Treatment notes that contain diagnoses of Mental Retardation, Autism or a similar disability
- Professional observations and reports concerning level of intellect (IQ) and adaptive behavior/daily living skills

**WHY WE NEED IT:** We do not want to unfairly deny people of benefits they deserve or make the intake process excessively long and burdensome. But the only way we can establish an individual's eligibility for services is through records that describe how the person was thinking, behaving, and performing as a child or adolescent. These records may be difficult to find and obtain but they are irreplaceable sources of information.

**WHERE TO FIND IT:** The following places may have the kind of information that could help us to establish the existence of a developmental disability:

- Schools
  - Where did the applicant attend school?
  - Was there a special education program- an Individualized Education Program (IEP)?
  - Are there transcripts showing classes attended?
  - Psychological or Psycho-Educational Assessments  
(prior to age 18 for an Intellectual Disability and/or the age of 22 for a Closely Related Condition)
- Job Training or Vocational Rehabilitation Programs
  - Has the applicant ever tried to get help in finding work or applied for a work training program?
- Social Security Administration Offices
  - Has the applicant ever applied for disability benefits? What county was the applicant living in when those benefits were applied for?

**HOW TO GET IT:** There are two ways to get the kinds of records that we need.

1. The applicant or guardian can request the records directly and then send the copies to the Intake and Evaluation Office. Sometimes this method gets the fastest response and it is required for Social Security records.
2. Complete and sign a separate consent form for each individual and/or agency that should be given permission to release information to the Intake and Evaluation Office. Once received in the Intake and Evaluation office, a letter will be sent to the agency specified requesting a copy of the records on the applicant's behalf.