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**To:** Service Providing Agencies and their Service Coordinators

**Date:** January 6, 2023

**Subject:** DDD Eligibility Application for Children with DCS

**A copy of court minutes documenting guardianship must be submitted with the DDD Eligibility Application for all children in the care of the Arizona Department of Child Safety (DCS).**

When a child is in DCS custody, DDD needs court minutes or a court order signed by the judge that includes a statement that the child is in the care, custody, and control of DCS. This documentation allows DDD to accept the DCS signature on the DDD application. If a child has a guardian other than DCS (such as with a kinship placement), then DDD will need the guardianship papers (court order) to accept the guardians' signature on the DDD application.

The DDD eligibility application must be signed by a representative from DCS:

- DCS Case Manager
- DCS Supervisor
- Health Program Manager II-DDD Coordinator

A copy of current DCS Directories are shared within the AzEIP Google Drive and can be accessed through [this link](#).

If the DCS Case Manager is not able to be reached, please follow up with

1. DCS Supervisor
2. DCS General Inquiry Line
  - a. Phone: 602-255-2500
  - b. Email: [GeneralInquiries@AZDCS.GOV](mailto:GeneralInquiries@AZDCS.GOV)
3. Billy Henderson, Health Program Manager II-DDD Coordinator
  - a. Office Phone: 602-771-6338
  - b. Cell Phone: 520-610-1866
  - c. Email: [Billy.Henderson@azdcs.gov](mailto:Billy.Henderson@azdcs.gov)

If a child's court minutes are unable to be obtained after speaking to the child's DCS Case Manager and following up with Billy Henderson, Health Program Manager II-DDD Coordinator, the SC should:

1. Email the DDD Eligibility Team and cc Billy Henderson, Health Program Manager II-DDD Coordinator, letting the DDD Eligibility Team know that court minutes were not able to be obtained.
  1. DDD EligibilityTeam will close (not deny) the child's DDD referral.
  2. The Health Program Manager II-DDD Coordinator will follow up internally on court minutes.

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2. Continue to follow up with DCS Case Manager to obtain court minutes
3. Once court minutes are obtained,
  1. Email the previous application along with newly obtained **court minutes** (only time that a new application is not required) to the [DDD Eligibility Intake Mailbox](#).
  2. Include in the email message that court minutes have been obtained and request to reopen the closed referral for DDD Eligibility referral for determination.
  3. Enter the date submitted into the “Date DDD Eligibility Requested” field on the Eligibility screen in I-TEAMS.