

ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
Division of Developmental Disabilities

## DDD Eligibility Checklist

What do I need?	What is it?	Why do I need it?	Do I have it?
Signed Application for Eligibility Determination	Four-page document that asks for information about you and your child or the person you are applying for. It allows us to work with other people or agencies to help you.	DDD needs information about you or your child in order to decide if you or your child is eligible.	Yes No
Copy of birth certificate (or citizenship / immigration document)	Documentation demonstrating citizenship or lawful presence in the United States.	The State of Arizona requires that DDD help people who are born in the United States or have legal residency in the United States. There are other documents you can show us to meet this requirement. Ask your eligibility specialist if you need another option.	Yes No
Health Coverage (if applicable)	A card or document given to you when you have health insurance coverage by the state or a private insurance company.	Your insurance company may have the responsibility to pay for medical costs before DDD pays for some or all the cost.	Yes No
Records showing a qualifying disability	Documents by a school and/ or doctor that show you or your child has a disability. (See the "How Eligibility is Determined" flyer for information based on age and disability)	DDD needs to know if your child or the person you are applying for has a qualifying disability. <ul style="list-style-type: none"> <li>• Cerebral Palsy</li> <li>• Epilepsy</li> <li>• Autism Spectrum Disorder</li> <li>• Intellectual (Cognitive) Disability</li> </ul> At Risk for one of the above (under age 6 only)	Yes No
Evaluation Report from School / Individual Education Plan (if applicable)	A report showing observations and tests that helps decide if your child needs help at school. A document that shows how the school will meet your child's needs.	It helps us determine if your child meets DDD eligibility requirements.	Yes No
Documents Showing Legal Responsibility (if applicable)	Court-issued or legal document showing who has the right to make legal decisions.	DDD needs to know who has the right to make legal decisions about your child or the person applying.	Yes No

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at 602-542-0419; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. Disponible en español en línea o en la oficina local.