

## **600 REDETERMINATION OF ELIGIBILITY**

REVISION DATE: 08/24/2022, 4/17/2015

EFFECTIVE DATE: January 15, 1996

REFERENCES: A.A.C. R6-6-301, *et. seq.*; A.A.C. R6-6-601; A.A.C. R6-6-604; Arizona Revised Statute ("A.R.S.") § 36-551; A.R.S. § 36-559; A.R.S. § 36-565; A.R.S. § 36-694.

### **PURPOSE**

This policy outlines the Department of Economic Security ("Department" or "DES"), Division of Developmental Disabilities ("Division" or "DDD") requirements for redetermining a Member's continued Eligibility for DDD Services.

### **DEFINITIONS**

1. "Responsible Person" means the parent or guardian of a minor with a developmental disability, the guardian of an adult with a developmental disability or an adult with a developmental disability who is a client or an applicant for whom no guardian has been appointed.

## **POLICY**

- A. The Division shall redetermine a member's continued eligibility for DDD services at ages six and 18 based on the criteria in Eligibility Manual Policy 200-G.
- B. The Division's Assistant Director or designee may also review a member's eligibility at any time.
- C. The Department may determine that it is necessary for a member with a qualifying diagnosis to receive continued services to maintain skills or to prevent regression. In the event the Department makes such a determination, the member shall remain eligible for DDD Services.
- D. For redeterminations at age six, the Division shall notify the member's responsible person verbally during a scheduled meeting and/or in writing of the redetermination requirements.
- E. For redeterminations at age 18, the Division shall notify the member and responsible person verbally during a scheduled meeting and/or in writing of the redetermination requirements, including the need to submit a completed application prior to the member turning 18 years of age.

- F. The Division shall offer and provide assistance to the member and responsible person throughout the redetermination process.
- G. When redetermining eligibility at ages six and 18, the Division shall:
1. Ensure all required documentation (including a completed application for members turning 18 years of age) has been received and the documentation supports the determination to deny or approve the member's continued eligibility for DDD services;
  2. Ensure the responsible person received assistance.
  3. Ensure the Notice of Denial or Termination of Eligibility is accurately completed.
- H. At the completion of the redetermination process, the Division shall:
1. Send an approval letter, if it is determined that the Member continues to be Eligible for DDD services, to the Member and the Responsible Person.
  2. Send a written Notice of Denial or Termination of DDD Eligibility if the member does not continue to be eligible for DDD services. The notice shall be issued by certified mail with a return receipt

requested. The notice will include all reason(s) for the decision to terminate eligibility and provide information regarding members' appeals rights.