

1
2
3
4
5
6
7
8
9
10
11

TITLE 6. ECONOMIC SECURITY

CHAPTER 6. DEPARTMENT OF ECONOMIC SECURITY - DEVELOPMENTAL

DISABILITIES

ARTICLE 4. APPLICATION

Section

- R6-6-401. Application for Admission to Services
- R6-6-402. Consent
- R6-6-403. Referrals from Juvenile Court
- R6-6-404. Eligibility under ALTCS
- R6-6-405. Documentation and Verification

12 **ARTICLE 4. APPLICATION**

13 **R6-6-401. Application for Admission to Services**

14 **A.** To apply for Division services, an applicant shall:

- 15 1. Participate in a face-to-face interview with a designated Department employee;
- 16 and
- 17 2. File with the Division a written application on a form prescribed by and available
- 18 from the Division at no charge.

19 **B.** The application form shall contain the following information:

- 20 1. With respect to the person to receive services:
 - 21 a. Name, address, and telephone number;
 - 22 b. Personal information including date of birth, place of birth, age, social
 - 23 security number, sex, primary language, marital status, and citizenship;
 - 24 c. Monthly income;
 - 25 d. Medical insurance coverage;
 - 26 e. Educational background, including current or planned enrollment in a
 - 27 special education program within a school district;
 - 28 f. Information documenting the existence of a developmental disability,
 - 29 including professional assessments and evaluations;
 - 30 g. A description of any other disabling conditions or special considerations;
 - 31 h. If under 18 years of age, total number of persons in the household;
 - 32 i. Identification of any adults who regularly live in the home by name, date
 - 33 of birth, and relationship to the person to receive services;

- 34 j. Identification of natural parents, regardless of whether living in the home,
35 by name, social security number, and business and home telephone
36 numbers; and
- 37 k. Identification of two adult persons living outside the home who are
38 familiar with the person to receive services, by name, address, relationship
39 to the person to receive services, and business and home telephone
40 numbers; and
- 41 2. With respect to the responsible person, if other than the person to whom services
42 would be provided:
- 43 a. Name, business and home addresses, business and home telephone
44 numbers, and social security number;
- 45 b. Relationship to person to whom services would be provided; and
- 46 c. If a guardianship or conservatorship has been established, a copy of the
47 court order shall accompany the application;
- 48 **C.** The applicant shall provide a description of programs and services requested.
- 49 **D.** The applicant shall provide information regarding prior applications for admission to
50 Division services or services received.
- 51 **E.** The applicant shall provide documentation of application information as defined in R6-6-
52 405.
- 53 **F.** The Division shall not consider an incomplete application.
- 54 1. If the Division receives an application that is not complete, the Division shall send
55 written notification of deficiencies to the applicant.

56 2. If the applicant does not provide the specified information within 15 working days
57 of receipt of notification of deficiencies, or cannot demonstrate a good faith effort
58 to collect the information, the Division shall close the applicant’s file and send a
59 letter denying admission.

60 **G.** An applicant whose file has been closed and who subsequently desires admission shall
61 submit a new application.

62

63 **R6-6-402. Consent**

64 **A.** The signature of the responsible person is required on the application materials pursuant
65 to A.R.S. § 36-560(D).

66 **B.** If other than the responsible person, the individual to receive Division services, who is
67 capable of giving informed consent, is required to sign the application materials as
68 follows:

69 1. Signed consent is required from an individual who is aged 18 or above and is to
70 receive Division services.

71 2. Signed consent is required from an individual who is aged 14 or above and is to
72 receive services in a community residential setting.

73 **C.** The Division shall document in the case file its determination as to whether the person to
74 receive services is capable of giving informed consent.

75

76 **R6-6-403. Referrals from Juvenile Court**

77 The Division shall determine eligibility of any child assigned to the Division by a juvenile court
78 pursuant to A.R.S. § 8-242. If determined ineligible, the Division shall immediately refer the
79 matter to the Department’s Administration for Children, Youth, and Families.

80

81 **R6-6-404. Eligibility under ALTCS**

82 **A.** The Division shall refer individuals with developmental disabilities who may be eligible
83 for the Arizona Long-term Care System (ALTCS) to the Arizona Health Care Cost
84 Containment System Administration (AHCCCS) to determine eligibility under ALTCS.

85 **B.** The Division shall not provide services, other than emergency services as provided under
86 R6-6-502, to an individual who has been referred for ALTCS eligibility determination
87 until that determination has been completed.

88 **C.** Applicants who voluntarily refuse to cooperate in the ALTCS eligibility process are not
89 eligible for Division services pursuant to A.R.S. § 36-559.

90

91 **R6-6-405. Documentation and Verification**

92 The applicant shall provide documentation of the following:

93 1. Residency.

94 a. All applicants shall sign an affidavit stating current residency and intent to
95 remain in Arizona.

96 b. An applicant shall show written proof of Arizona residency by providing
97 one of the following types of documents:

- 198 i. Rent or mortgage receipt, or lease in the applicant's name showing
199 the residential address;
- 200 ii. Non-relative landlord statement indicating the applicant's name
201 and address as well as the landlord's name and address and
202 telephone, if available;
- 203 iii. Applicant's Arizona driver's license;
- 204 iv. Applicant's Arizona motor vehicle registration;
- 205 v. Signed employment statement from applicant's non-relative
206 employer;
- 207 vi. Utility bill in the applicant's name indicating the applicant's
208 address;
- 209 vii. Current phone directory showing applicant's name and address;
- 210 viii. United States Post Office records which show the applicant's name
211 and address;
- 212 ix. A current city directory showing the applicant's name and address;
- 213 x. Certified copy of a church membership or enrollment record which
214 indicates the applicant's current name and address; or
- 215 xi. Certified copy of a school record which indicates the applicant's
216 current address; or
- 217 c. If an applicant has made all reasonable efforts to obtain documented
218 verification as described in subsection (1)(b) and has been unsuccessful,
219 the affidavit signed by the applicant attesting to the applicant's present
220 residence and intent to remain in Arizona shall be sufficient.

- 121 2. Age.
- 122 a. An applicant shall provide proof of age of the person to receive services
- 123 by the following:
- 124 i. Alien documents;
- 125 ii. Federal or state census records;
- 126 iii. Hospital records of birth;
- 127 iv. Copy of birth certificate;
- 128 v. Military records;
- 129 vi. Notification of birth registration;
- 130 vii. Religious records showing age or date of birth;
- 131 viii. Dated school records showing age or school records showing date
- 132 of birth;
- 133 ix. Affidavit signed by the licensed physician, licensed midwife or
- 134 other health care professional who was in attendance at the time of
- 135 the birth, attesting to the date of birth; or
- 136 x. U.S. Passport.
- 137 b. If an applicant has made all reasonable efforts to obtain documented
- 138 verification as described in subsection (2)(a) and has been unsuccessful,
- 139 an affidavit signed by the applicant shall be sufficient to verify age of
- 140 person to receive services.
- 141 3. Health Insurance Coverage. An applicant shall provide information regarding
- 142 current health insurance which relates to the individual for whom application is
- 143 being made as provided in R6-6-1301 *et seq.*

144 4. Income. The Division shall require documentation of income as provided in R6-6-
145 1201 *et seq.*