**DDS Eligibility Guidelines for Community Providers**

**Adult Eligibility (Ages 22 and older)**

* An individual is eligible as an adult with DDS only as a result of the following diagnoses: Intellectual Disability (verified by IQ testing), Autism Spectrum Disorder, Prader-Willi Syndrome, or Smith Magenis Syndrome. *Not all individuals with developmental disabilities are eligible as adults with DDS.*

**Two Categories of Adult Eligibility**

1. **Intellectual Disability Supports**
   1. Significantly sub-average intellectual functioning (IQ of approximately 70 or below), and
   2. Significant limitations in adaptive functioning by overall functioning or deficits in at least one of the following areas:
      1. Practical Skills
      2. Conceptual Skills
      3. Social Skills
2. **Community Developmental Disability Supports**
   1. Diagnosis of Autism Spectrum Disorder, Prader Willi Syndrome or Smith-Magenis Syndrome, and
   2. Severe functional impairments in at least three of the following areas:
      1. Self-care
      2. Receptive and Expressive language
      3. Learning
      4. Mobility
      5. Self-direction
      6. Capacity for independent living
      7. Economic self-sufficiency

**Child Eligibility (ages 5 to 22)**

1. **Mental or physical impairment resulting from:**
   1. Intellectual Disability, Autism Spectrum Disorder, Smith Magenis Syndrome, or Prader-Willi Syndrome, or
   2. A verified diagnosis of a closely related developmental condition commonly associated with intellectual disability, which includes the following:
      1. Williams Syndrome
      2. Lesch-Nyhan Syndrome
      3. Angelman Syndrome
      4. Cri du Chat Syndrome
      5. Down Syndrome
      6. Fragile X Syndrome
      7. Cerebral Palsy
      8. Rett’s Syndrome
      9. Spina Bifida
      10. Tuberous Sclerosis
      11. Fetal Alcohol Syndrome
      12. Any other developmental disorder that the Department determines to be a closely related developmental condition, and
   3. Substantial functional impairments in at least three of the following areas:
      1. Self-care
      2. Receptive and Expressive language
      3. Learning
      4. Mobility
      5. Self-direction
      6. Capacity for independent living (14 or older)
      7. Economic self-sufficiency (14 or older)

**Under 5 Eligibility (Birth to age 5)**

* 1. Substantial Developmental Delay, and
  2. A high probability of this developmental delay resulting in a developmental disability if services are not provided

**How to Apply**

Submit the application and required documentation to DDS Central/ West Regional Eligibility Office at 140 High Street, Springfield, MA 01105, via e-mail, or via fax (contact info below).

**Completed Application.** *Applicant, guardian, or designee must complete the application. Guardian or individual over 18 must sign the application.*

***Include required documentation with application:***

* Birth Certificate
* Social Security Card
* Health Insurance Card
* Proof of Domicile (Individual must be resident of MA)
* Reports documenting the diagnosis for the criteria for which you wish to be considered
* Notice of Privacy Practices Acknowledgment Form (embedded in application)
* Early Intervention/Developmental Profile *(if applicant is a young child)*
* All available intelligence/cognitive/psychological testing reports
* IEP and Related Assessments and or 504 Accommodation Plan *(if services received)*
* Medical, developmental, or specialty assessments *(as applicable)*
* Genetic testing results for Smith-Magenis, Prader-Willi or other genetic conditions
* Hospital reports *(if applicable)*

**Link to Application:** <https://www.mass.gov/files/documents/2018/02/15/dds-elig-app-child-adult-eng.pdf>

**Eligibility Fact Sheets** are available on-line and provide additional information regarding eligibility related to Autism Spectrum Disorder, Prader-Willi Syndrome, and Smith-Magenis Syndrome. They can be found at: <https://www.mass.gov/lists/your-guide-to-the-dds-eligibility-process#eligibility-fact-sheets->

If you have any questions regarding the application process, eligibility, or case-specific concerns, please contact the following individuals for assistance:

**Elizabeth Cullinane, Eligibility Coordinator**

E-Mail: Elizabeth.cullinane@ state.ma.us

Phone: 413-205-0832

Fax: 413-205-1603

**Jocelyn Thomann, Eligibility Psychologist**

E-Mail: [Jocelyn.thomann@state.ma.us](mailto:Jocelyn.thomann@state.ma.us)

Phone: 413-205-0934