

# INTAKE & ELIGIBILITY

## FAQ

### 1 WHAT IS INTAKE & ELIGIBILITY?

Intake is a term used by the Perry County Board of Developmental Disabilities (PCBDD) to describe the process a person goes through when seeking services from our agency.

### 2 WHAT AGE DO SERVICES START?

Services are provided to children and adults of all ages who have developmental disabilities and who qualify under standards established by the Ohio Department of Developmental Disabilities. Services are provided without regard to age, race, color, sex, religion or national origin to Perry County residents who are determined to have a developmental disability.

### 3 ELIGIBILITY FOR SERVICES

To be eligible for services provided by the Perry County Board of Developmental Disabilities (PCBDD), a person must be a resident of Perry County and must have a developmental disability diagnosed by a medical provider.

#### Ages 0 - five (5)

- If the child is zero to five (0-5) years of age, the referral will be forwarded to the Children's Program.

#### Age six (6) & older

- In addition to a diagnosed developmental disability, a person must have substantial functional limitations in three (3) of the following life skills areas to be eligible for services:

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|------------------------------------|--|
| 1. Mobility                        | 5. Self-Direction                        |
| 2. Receptive & Expressive Language | 6. Learning                              |
| 3. Capacity for Independent Living | 7. Economic Self-Sufficiency (OEDI only) |
| 4. Self-Care                       |  |

- Life skills are assessed using the Children's Ohio Eligibility Determination Instrument (COEDI) for persons ages six (6) to fifteen (15).
- For persons age sixteen (16) and older, the Ohio Eligibility Determination Instrument (OEDI) is used to assess life skills.

### 4 WHO CAN MAKE A REFERRAL?

Requests for services may be made by anyone, including the person seeking services, or parent/guardian, a family member, collaborating agency, medical provider, or school. Referrals are made in person, by phone, in writing, or by submitting information on the PCBDD website  
<https://perrydd.org/getting-started/applying-for-services>

### 5 HOW LONG DOES THE INTAKE PROCESS TAKE?

The timeline varies and depends on the length of time it takes to obtain all necessary documentation from the respective parties determined by the team.

### 6 HOW WILL I KNOW IF I'M ELIGIBLE?

The Intake/Eligibility team will contact the person, parent/guardian, family member, and/or referral source with the outcome of the eligibility assessment based on the services they wish to receive. This process will also include review and discussion of the PCBDD Resolving Complaints & Due Process Brochure.

### 7 WHAT DOCUMENTATION IS NECESSARY?

A release of information will be required so medical documentation can be obtained. Other documents that are required:

- Current copy of IEP/ETR (for school-age children only)
- Contact information for treating medical professionals (name and contact number)
- Release of information for medical professionals
- Birth certificate, Social Security card, and Medical card

Once all documentation is received and reviewed, an appointment will be made to conduct the eligibility assessment.

### 8 WHAT PROGRAMS AND SERVICES ARE OFFERED BY PCBDD?

Detailed information regarding services can be available as requested. NOTE: Not all services are available to everyone. There may be varying criteria for each service and program.

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| <ul style="list-style-type: none"> <li>• Academy for Leadership Abilities®</li> <li>• ALA Volunteer Program</li> <li>• Adult Day Services &amp; Non-Vocational Funding</li> <li>• Behavioral Supports</li> <li>• Community Supports</li> <li>• Culture of Coordinated Supports</li> <li>• Early Intervention</li> <li>• Emerging Leaders</li> <li>• Employment Navigation</li> <li>• Family Selected Supports (FSS)</li> <li>• Financial Planning</li> <li>• Health &amp; Welfare MUI Reporting</li> </ul> | <ul style="list-style-type: none"> <li>• Help Me Grow Home Visiting</li> <li>• Home and Community Based Waiver Services (HCBS)</li> <li>• Individualized Education Plan (IEP) Support</li> <li>• Nature Based Enrichment</li> <li>• Pioneering Possibilities®</li> <li>• Referral &amp; Eligibility</li> <li>• Respite Supports</li> <li>• School-Age Supports</li> <li>• Service &amp; Support Administration (SSA)</li> <li>• Summer Camp</li> <li>• Supported Decision Making</li> <li>• The PLAY Project</li> <li>• Transition Supports</li> </ul> |
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### 9 WILL I EVER NEED RE-EVALUATED?

Eligibility is re-determined at ages six (6) and sixteen (16). However, it may be re-determined at any time if a change occurs in the person's functioning level or new information is obtained relevant to the person's functioning status.

### 10 WHAT IF I DISAGREE WITH AN OUTCOME?

If you do not agree with the outcome of eligibility, you may go through the PCBDD's Administrative Resolution of Complaints process. A brochure explaining this process will be provided to you once a decision about eligibility is made.

601 Senior Drive  
New Lexington, OH 43764  
Phone: 740-342-3542 Fax: 740-342-1081  
Hours: Monday - Friday, 8 am - 4 pm



To report abuse or neglect of a person with a disability, call 740-605-7746.