

Developmental Disabilities Administration Southern Maryland Regional Office

Nicole Sheppard- Transitioning Youth Coordinator
Application Process and Submission



MARYLAND
Department of Health

DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)

- ❖ State agency that provides funding and resources to access services and supports for people with developmental disabilities
- ❖ Partners with people with developmental disabilities and their families to provide funding and resources to enable these individuals in living fulfilling lives
- ❖ DDA is guided by the principle that individuals with developmental disabilities have the right to direct their lives and services

DDA OFFICES

- ❖ The Headquarters Office is responsible for administrative oversight, coordination, and management of all DDA-funded community-based services for eligible individuals statewide. The DDA's headquarters office is located in Baltimore, Maryland at the State Office Complex.
- ❖ The DDA has organized our service delivery system into four regions to serve our stakeholders throughout the state of Maryland. Each regional office has a team of staff to oversee the services we provide.
- ❖ The Southern Maryland Regional Office administers services and supports for individuals living in Calvert County, Charles County, Montgomery County, Prince George's County, and St. Mary's County. The office is located in Laurel, Maryland.

APPLICATION PROCESS

- Obtain Application from DDA Website
- Fill Out Application
 - Include supporting documentation
 - Psychological Evaluation (should be within last 3 years)
 - Most recent approved Individualized Educational Plan
 - Medical Documentation from medical professional
- Submit application to Regional Office
 - Mail- 312 Marshall Ave., Suite 700, Laurel, MD 20707
 - Email- eligibility.smro@maryland.gov



COMPREHENSIVE ASSESSMENT (CA)

- Once the application and documentation are submitted, it will be assigned for a Comprehensive Assessment
- What is a Comprehensive Assessment (CA)?
 - In person or over the phone interview about the applicant
 - Asks more in depth questions about applicant
 - Interviewer has 45 business days to complete and then return to DDA
- DDA will review application and Comprehensive Assessment (CA) to make final determination



ELIGIBILITY CRITERIA

A developmental disability is a physical or mental impairment, but not just mental illness, or it can be a combination of mental and physical impairments.

- ❖ A condition that is more than likely to continue forever
 - ❖ Had an onset before the age of 22
 - ❖ A condition that causes the person to need supports or assistance to live independently
 - ❖ A condition that causes someone to need the support of a team to help with services and treatment
- [COMAR 10.22.12](#)

APPLICATION PROCESS QUESTIONS

Eligibility Team

[Email- eligibility.smro@maryland.gov](mailto:eligibility.smro@maryland.gov)

Phone- (301) 362-5100



If you have any additional questions or concerns, please contact the Southern Regional Office at (301) 362-5100

To learn more about DDA,
visit dda.health.maryland.gov