



Shawnee County  
Community Developmental Disabilities Organization

"Your resource for connecting our community"

## TARC POLICY MANUAL – CDDO SECTION

<b>Subject: Eligibility Determination Appeal Process</b> <b>Effective Date: 12-15-97</b>	<b>Reviewed: 08-31-09, 08-26-10, 08-22-11</b>	<b>Policy No: 06-002</b>
<b>Revised:</b> 06-10-99, 12-14-01, 10-09-02, 05-15-06, 08-18-08	<b>Forms:</b> 06-002.001 Notification of Eligibility Reconsideration, DD Ineligible State Form	

**POLICY:** *The Shawnee County Community Developmental Disabilities Organization (CDDO) will provide an appeal process for persons deemed ineligible for mental retardation/developmental disabilities (MR/DD) services.*

### GUIDELINES:

1. The Shawnee County CDDO Liaison or Community Support Associate (CSA) will notify Applicant and referral source in writing regarding ineligibility. The notification will specify reason(s) for ineligibility. A Shawnee County CDDO Notification of Eligibility Reconsideration 06-002.001 will be sent with the letter of ineligibility.
2. Within thirty (30) days of notification of ineligibility the Applicant and/or referral source shall submit form # 06-002.001 to the Shawnee County CDDO Liaison or CSA, to appeal the Shawnee County CDDO's ineligibility decision.
3. The Applicant and/or referral source may submit any additional information that should be considered regarding the Applicant's eligibility. Additional information may include medical, psychological, educational, or other pertinent information not originally submitted.
4. If eligibility can not be determined, information submitted will be forwarded to a third party (not financially associated with the Shawnee County CDDO) to review the initial determination and any additional material supplied by the applicant. The independent third party will be someone whom Social Rehabilitation Services (SRS) has approved to determine eligibility.
5. If upon reconsideration, the Shawnee County CDDO's determination is unchanged, the person will be informed in writing of his or her right to an administrative appeal, which must be submitted in writing within thirty (30) days of the final notification.

Administrative Hearings Section  
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