



What I Need for Eligibility for Erie County DD Services

Before help from the Erie County Board of Developmental Disabilities (ECBDD) can begin, the person wanting services needs to be found ELIGIBLE for services. Being ELIGIBLE means that the person meets a “checklist of requirements” that defines eligibility. The Initial Request for Eligibility can take place at any age, but eligibility is required to be re-determined at ages 3, 6, and 16. The ECBDD Intake and Eligibility process follows applicable Ohio Revised Code for process, timelines and procedures.

STEP 1:

Who needs to complete the application?

- The individual or guardian wanting the services will need to complete the eligibility application.
- The application can be found at www.eriecbdd.org/eligibility/ or call 419/502-4198 to get a hard copy.

After the eligibility application is received, what happens?

- We will need to confirm that there is a qualifying diagnosis. Records from a medical professional (Neurologist, Psychiatrist, Psychologist or Counselor that can diagnose) will provide this. We can obtain the records in one of the two following ways:
 1. You can provide the records yourself, or you can request that the doctor upload them to <https://www.eriecbdd.org/fileupload> (secure link), or records can be faxed to 419/621-3971.
 2. We can request records from the doctor(s) you identify and give us permission to contact.

What happens after ECBDD receives my records?

- We will review the records.
 - If there is a confirmed qualifying diagnosis, the application moves to STEP 2.
 - If there is not a qualifying diagnosis confirmed, ECBDD will contact the person or guardian to discuss next steps.

STEP 2:

Now that the intake process is complete, how is eligibility established?

- The Clearwater COG will contact the individual or guardian to schedule a meeting to complete the eligibility assessment to determine eligibility.
- Once the assessment is complete, ECBDD will mail a letter to the person or guardian informing them of the assessment.
 1. If eligible, the person or guardian will receive more information from the ECBDD.
 2. If not eligible, ECBDD will provide a list of community resources and information about the appeal process.

If you have questions or need help, please call ECBDD at 419/502-4198.