# What I Need for Eligibility for Ages 3 through 5

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 EBCDD Intake and Eligibility process follows applicable Ohio Revised Code for process, timelines and procedures.

## STEP 1:

## Who needs to complete the application?

· The parent or guardian wanting the services will need to complete the eligibility application.
· The application can be found at www.eriecbdd.org/eligiblity/ or call 419/502-4111 to get a hard copy.

### After the eligibility application is received, what happens?

· We will need to confirm that there is a current IEP and ETR. Records from the child's school 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 school 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 school you identify and give us permission to contact.

### What happens after ECBDD receives my records?

· We will review the records.

-If there are 2 or more goals that are addressing different life skills areas in the IEP and ETR, the application moves to step 2.

-If there are less than 2 goals in the IEP and ETR, ECBDD will contact he person or guardian to discuss next steps.

## STEP 2:

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

· Once the review is complete, ECBDD will mail a letter to the parent 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 419/502-4111.**