

## APPLYING FOR THE DEVELOPMENTAL DISABILITIES (DD) WAIVER TIP SHEET

### What is the Developmental Disabilities (DD) Waiver?

It is a waiver program that helps eligible New Mexicans live in their home and community by allowing them to choose from a menu of services and supports. The person with a disability, or their representative, completes the registration paperwork and their name is placed on a computerized list of everyone awaiting services through the DD Waiver called the Central Registry.

### What makes a person eligible?

To qualify for services, the individual must meet both the *medical and financial* criteria. The person must have mental retardation (MR) *or* a related condition (such as cerebral palsy, seizure disorder, autism, chromosomal disorders, syndrome disorders), *and* a developmental disability. The disability must have occurred before age 22. For details contact a Developmental Disabilities Supports Division (DDSD) Regional Office or go to the website: [www.health.state.nm.us/ddsd/eligibility/eligibilitypg3.htm](http://www.health.state.nm.us/ddsd/eligibility/eligibilitypg3.htm). The person must also meet the income guidelines for financial eligibility. This eligibility is based on the income and resources of the applicant.

### To Apply

1. Contact the DDSD Regional Office to complete the *Medical Assistance Division Waiver Services Registration Form* (MAD 325) over the phone. They will mail the applicant a copy of the registration form with a date stamped receipt.

**OR**

2. Contact the county Income Support Division (ISD) office to request the MAD 325 form. Complete and return to the ISD office, making sure to receive a date stamped receipt. To find a local ISD office, go to: [www.hsd.state.nm.us/isd/fieldoffices.html](http://www.hsd.state.nm.us/isd/fieldoffices.html) or in the blue pages of the phone book under State Government.

Keep the date stamped receipt in a safe place as proof of initial application. Services are offered in order of the registration date. The DDSD Regional Office will send out a *Match for Services* packet to complete and return. Release of Information (ROI) forms are very important because they allow medical and school documents related to the disability to be released to the DD Waiver program for eligibility. Once funding is available, DDSD contacts the individual and offers them an "allocation" to the waiver.

### Remember:

- DD Waiver recipients also receive Medicaid benefits, even if they were financially ineligible prior to the waiver.
- It may be several years before DD Waiver services begin. While waiting, there are other resources that might be available. Contact the DDSD Regional Office for more information.
- Send any change of address information to the DDSD Regional Office. Always respond and/or return any letters from DDSD.
- Once allocated, recipients may choose the DD Waiver or the Mi Via Self-Directed Waiver, which may have more flexible services/supports.

**For additional disability related information or resources contact:**



**The Information Center for New Mexicans with Disabilities and BabyNet**

**1-800-552-8195**

<http://cdd.unm.edu/linc/babynet/index.htm>

### Services Available:

- Case Management
- Therapies, such as:  
Speech/Language  
Physical, and  
Occupational
- Respite
- Personal Plan  
Facilitation
- Private Duty Nursing
- Non-Medical  
Transportation
- Nutritional Counseling
- Goods and Services
- Behavioral Support
- Community Inclusion
- Community Living  
Supports
- Environmental  
Modification
- Supplemental Dental  
Care

### DDSD Regional Offices:

**Albuquerque Metro Office  
Intake & Eligibility Dept.**  
1-800-283-5548

**NW Gallup Office**  
1-866-862-0448

**NE Taos Office**  
1-866-315-7123

**SW Las Cruces Office**  
1-866-742-5226

**SE Roswell Office**  
1-866-895-9138

**Mi Via Information  
Packet**  
Consumer Direct  
Personal Care (CDPC)  
1-866-786-4999

Contact **Parents  
Reaching Out (PRO)**  
to request *DD Waiver  
Application and Allocation  
booklets*  
1-800-524-5176  
505-247-0192