CHECKLIST FOR TRANSITIONING YOUTH

The following are steps you must take to access Transitioning Youth (TY) services.

**Age 14 - students with developmental disabilities:**
- Apply for DDA services.
  - When a decision is made; the regional office will mail a letter indicating the Eligibility determination and priority category. For questions regarding the letter, contact the DDA Southern Regional Office.
  - Keep a copy of all applications and eligibility letters.

**Age 18:**
- Apply for Supplemental Security Income (SSI).
  - If not SSI eligible, apply for Medicaid at your local DSS office.
- Apply for Metro Access.
- Apply for a Maryland State-issued ID card.

**Fall or Spring prior to exiting school year:**
- Maintain contact with Coordinator of Community Services (CCS) for help accessing TY services and other community resources.
- Schedule physical and dental exams; obtain and keep documents.
- Attend a local Transitioning Youth Fair!
- Apply to Division of Rehabilitation Services (DORS).

**Spring/Summer prior to exiting school year:**
- Visit and interview at least 3 DDA adult service providers. Have questions ready (refer to FAQ.) Be sure to bring:
  - Choice Letter and Agency Receipt forms (to obtain signature from agency provider)
  - Current psychological, IEP and exit document, resume, physical and dental medical history.
- If requested by provider, arrange a work trial.

**Fall of exiting school year:**
- Choice Letter and Agency Receipt forms are due to CCS by October 15th.
  - Can be submitted later, however, later submissions can delay the process and start of services.
  - CCS will contact the 1st choice agency to determine if they can meet your needs;
    - If yes, CCS will request a Service Funding Plan (SFP) from the agency, describing the services they promise to deliver and related costs; this is needed by DDA in order to authorize the services;
    - If no, the CCS will follow up with your 2nd choice agency, and so on.
- Complete the provider agency's application(s) (if applicable) including any additional documentation that is requested.

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Winter of exiting school year:

- SFPs are developed by provider and reviewed with CCS, family, and student.
- Ask questions to be sure that all important information is included in the SFP.
- The signed SFP is returned to the provider agency by the CCS, who should submit it to DDA by January 1st.
  → Can be submitted later, however, that can delay the process and start of services.

Early Spring of exiting school year:

- Waiver application packet is completed by CCS and submitted to DDA.
  → Eligibility for TY services is contingent upon waiver eligibility;
  → The decision is made by the Eligibility Determination Division (EDD), and may take 3+ months.
- Take time to discuss transition plans with CCS; be sure you are comfortable that all steps have been taken and your choices heard.

Late Spring/ Early Summer of exiting school year:

- Once waiver eligibility has been determined, the DDA regional office will begin to process SFP's for those who were determined waiver eligible.
- Provider agency and CCS will receive an “Award Letter” from DDA noting the service start date; you will be informed of the start date and the provider agency will work with you to begin services.
  → Start dates occur July 1st and after.

**IMPORTANT LINKS:**

- DDA Application
  - [http://dda.dhmh.maryland.gov/SitePages/howtoapply.aspx](http://dda.dhmh.maryland.gov/SitePages/howtoapply.aspx)

- Metro Access
  - [http://www.wmata.com/accessibility/eligibility.cfm](http://www.wmata.com/accessibility/eligibility.cfm)

- How to Apply for a State ID
  - [http://www.mva.maryland.gov/drivers/apply/id-card.htm](http://www.mva.maryland.gov/drivers/apply/id-card.htm)

- Social Security Benefits - SSI
  - [http://www.ssa.gov/ssi/](http://www.ssa.gov/ssi/)

- Dept of Rehabilitative Services - DORS
  - [http://dors.maryland.gov/consumers/Pages/referral.aspx](http://dors.maryland.gov/consumers/Pages/referral.aspx)