

The Maryland DDA Application Prep Workbook™

A parent-friendly organizer for gathering documents, telling the support story, and preparing for the Maryland Developmental Disabilities Administration eligibility process.

Created by IEP Templates

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For parents, caregivers, and family members preparing to apply for Maryland DDA services for a child, teen, or adult with developmental support needs.

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Important Disclaimer: This workbook is for organization, preparation, and educational support only. It is not legal advice, medical advice, case management advice, eligibility advice, or a guarantee of approval, services, funding, waiver enrollment, or any specific decision by the Maryland Developmental Disabilities Administration.

Families should review the official Maryland Department of Health and DDA websites, contact their DDA Regional Office, and speak with qualified professionals when needed. DDA requirements, forms, timelines, and procedures may change. Always verify current requirements before submitting an application.

What this workbook helps with: It helps you organize your information, gather documents, prepare for conversations, write a clear caregiver statement, track submissions, and follow up after a decision.

What this workbook does not do: It does not replace the official DDA application, does not submit the application for you, and does not guarantee eligibility or funding.

Buyer notes / purchase date

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Medical and Provider Evidence	Doctors, therapists, assessments, prescriptions, recommendations
Daily Support Needs Worksheets	Communication, self-care, safety, behavior, medical, mobility, community, employment/day supports
Caregiver Statement Builder	Prompt pages, rough draft pages, one-page final template
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How to Use This Workbook

This workbook is designed to make the Maryland DDA application process feel less scattered. You can complete it in order or jump to the pages you need most. Print one complete copy and keep it in a binder with tabs for easy access.

- Read the disclaimer and confirm you are using the most current official DDA forms.
- Complete the Applicant Snapshot and Caregiver Contact pages.
- Gather evaluations, IEP records, medical records, therapy notes, behavior notes, and other supporting documentation.
- Use the Eligibility Story Builder to connect diagnosis, early onset, lifelong impact, and daily support needs.
- Draft a caregiver statement that explains what support looks like in real life.
- Prepare for the DDA interview by reviewing daily support needs, safety risks, and current services.
- Track every submission, phone call, email, and letter received.

Tip: The strongest application preparation usually tells a consistent story. Try to connect records, daily needs, caregiver observations, school information, and provider recommendations so the reviewer can understand the full picture.

Maryland DDA Process Snapshot

According to Maryland DDA public guidance, the eligibility process includes completing the DDA Application for Eligibility, submitting supporting documentation, an interview by a DDA representative, and a DDA determination. DDA also explains that applicants may apply at any age and that children ages 14 to 21 are considered Transitioning Youth.

Step	What to prepare	Your notes
1. Application	Official DDA Application for Services and required signatures	
2. Supporting documentation	Evaluations, IEPs, medical records, assessments, provider letters, behavior/safety records	
3. Interview / assessment	Clear examples of daily support needs, supervision, safety, communication, and independence needs	
4. Determination	Eligibility and priority category decision letter; review for next steps and rights	

Official references reviewed while preparing this workbook: Maryland Department of Health - DDA Eligibility Application and DDA Eligibility Application Process pages. Verify all details before submission.

Quick-Start DDA Application Prep Checklist

- Download or request the current Maryland DDA Application for Services.
 - Gather identification and contact information.
 - Gather adaptive functioning information, if available.
 - Gather medical and therapy records.
 - Prepare for the DDA interview.
 - Track the date the application was submitted.
- Confirm the correct DDA Regional Office for the applicant.
 - Gather diagnosis records or evaluations.
 - Gather school records such as IEP, evaluations, behavior plans, progress reports, and transition documents.
 - Write a caregiver statement explaining real-life support needs.
 - Make copies of everything submitted.
 - Watch for the receipt letter or follow up with the Regional Office.

Immediate tasks for this week

Applicant Snapshot

Applicant full name	
Preferred name	
Date of birth	
Age	
Address	
Phone / email	
Primary language	
School / program / employer	
Current living arrangement	
Primary caregiver	
Relationship to applicant	
Emergency contact	

Caregiver and Support Team Contacts

Name	Role / relationship	Phone	Email	Notes

Parent / Caregiver Priorities

Use this page to name the biggest reasons you are applying and what support you are hoping to secure over time.

Top concerns right now

What I hope DDA understands about our family

Services, supports, or planning help we are seeking

Strengths and Needs Snapshot

Strengths, interests, and what works	Needs, barriers, and concerns

A balanced application packet can include strengths while still clearly explaining the support the person needs to stay safe, healthy, included, and as independent as possible.

Regional Office and Application Tracking

DDA Regional Office	
Office phone	
Office email / contact page	
Date application requested/downloaded	
Date application submitted	
Submission method	
Date receipt letter received	
Assigned contact / CCS	
Notes	

Follow-up notes

Eligibility Story Builder: Diagnosis and Onset

Use this page to organize information that may help explain the disability, when concerns began, and how support needs have continued over time.

Primary diagnosis / disability	
Additional diagnoses	
Age concerns first appeared	
Who identified the concerns	
Early intervention / school supports	
Current impact on daily life	

Important history and examples

Eligibility Story Builder: Lifelong Support Needs

Use real-life examples. Instead of writing only "needs help," explain what happens without support, what level of prompting is needed, and how often support is required.

Area	What support is needed?	How often?	What happens without support?
Communication			
Self-care			
Safety awareness			
Behavior / regulation			
Medical / health			
Learning / problem solving			
Mobility / transportation			
Community participation			

Safety and Supervision Needs

- Elopement / wandering risk
 - Unsafe around traffic
 - Medication supervision needed
 - Self-injury concerns
 - Vulnerability to exploitation
 - Needs help during community outings
- Cannot safely be left alone
 - Unsafe with cooking or appliances
 - Choking, feeding, or swallowing concerns
 - Aggression or crisis episodes
 - Limited danger awareness
 - Emergency response concerns

Specific examples, dates, and what supervision looks like

Current Services and Supports Tracker

Service / support	Provider or setting	Frequency	Start date	Helpful? Notes

Unmet Needs Tracker

This page helps show what is not currently covered by school, family, insurance, community resources, or other programs.

Need	Why it matters	Current gap	Possible support needed

Master Document Checklist

- Current DDA Application for Services
 - Proof of residency / address information
 - Adaptive functioning assessment, if available
 - Medical records supporting diagnosis or needs
 - Current IEP
 - Behavior Intervention Plan or FBA, if applicable
 - Transition plan, if age 14+
 - Provider letters or recommendations
 - Guardianship or decision-making documents, if applicable
- Photo ID or identifying information, if applicable
 - Psychological or neuropsychological evaluation
 - Autism assessment, if applicable
 - Therapy evaluations: speech, OT, PT, behavioral health
 - Most recent school evaluations
 - Progress reports and report cards
 - Hospital, crisis, or incident records, if relevant
 - Medication list
 - Social Security, Medicaid, or other program documents, if relevant

Documents still needed

Records Request Tracker

Record requested	From whom	Date requested	Date received	Follow-up needed

Evaluation Summary Page

Evaluation name	
Evaluator / agency	
Date completed	
Diagnosis / findings	
Adaptive scores or summary	
Key recommendations	

Important quotes or page numbers to reference

Medical / Provider Evidence Summary

Provider	Condition / concern	Records available	Recommendation / support need

School and IEP Evidence Summary

Current school / program	
Grade / setting	
IEP disability category	
Special education services	
Related services	
Accommodations	
Behavior plan / safety plan	
Transition services, if applicable	

School evidence that supports DDA application

IEP Service and Accommodation Tracker

Support in IEP	Frequency / setting	Why it is needed	DDA packet page / note

Transition-Age Youth Planning Notes

Maryland DDA public guidance notes that children ages 14 to 21 are considered Transitioning Youth and encourages applying while still in school to help avoid service gaps after leaving school. Use this page for transition planning details.

Student age	
Expected exit / graduation date	
Current transition goals	
Employment / day activity needs	
Transportation needs	
Adult service concerns	
Benefits / insurance questions	

Transition concerns and next steps

Communication Support Needs

Prompt	Details / examples / support needed
Expressive communication	
Receptive communication	
AAC or communication devices	
Understanding questions or directions	
Advocacy / reporting needs	
Examples of communication breakdowns	

Additional notes

Self-Care and Daily Living Needs

Prompt	Details / examples / support needed
Bathing / hygiene	
Dressing	
Eating / meal prep	
Toileting	
Household tasks	
Money management	
Time management / routines	

Additional notes

Behavior and Regulation Support Needs

Prompt	Details / examples / support needed
Triggers	
Warning signs	
De-escalation supports	
Crisis examples	
Frequency / duration	
Plans that help	
Safety impact	

Additional notes

Medical and Health Support Needs

Prompt	Details / examples / support needed
Medication management	
Appointments	
Seizures or other medical risks	
Feeding / allergies	
Sleep concerns	
Pain or health monitoring	
Equipment or therapies	

Additional notes

Mobility, Transportation, and Community Needs

Prompt	Details / examples / support needed
Walking / transfers	
Public transportation	
Paratransit / rides	
Community safety	
Navigation	
Support during outings	
Emergency response	

Additional notes

Employment, Day Program, and Meaningful Activity Needs

Prompt	Details / examples / support needed
Work interests	
Skills and strengths	
Supervision needs	
Task prompting	
Sensory or behavioral supports	
Transportation	
Day activity goals	

Additional notes

Caregiver Statement Builder

A caregiver statement can help connect records to real life. Keep the tone factual, specific, and honest. Explain what support looks like on an ordinary day and during hard days.

Suggested structure: 1) who the applicant is, 2) diagnosis and history, 3) daily support needs, 4) safety concerns, 5) current supports and gaps, 6) why DDA support is being requested.

Key points I want the reviewer to understand

Examples that show support needs

Caregiver Statement Rough Draft

Draft your statement here

One-Page Caregiver Statement Template

Applicant: _____ Date: _____

Opening: who the applicant is and why you are applying

Diagnosis / history / when support needs began

Daily support needs and safety concerns

Current supports, gaps, and requested help

DDA Interview Preparation Checklist

- Review the application before the interview.
 - Have examples ready for each daily living area.
 - Know current school, medical, and community supports.
 - Ask what additional records are needed.
 - Write down the name and contact information of everyone you speak with.
- Have your caregiver statement nearby.
 - Be prepared to explain safety concerns and supervision needs.
 - Be honest about hard days, not only best-case days.
 - Ask how and when to follow up.
 - Save all emails and letters.

Questions I want to ask during the interview

Interview Notes

Interview date	
Person conducting interview	
Phone / video / in person	
Documents reviewed	
Additional documents requested	
Follow-up deadline	

Interview notes

Submission Log

Item submitted	Date	How submitted	Confirmation received?	Notes

Communication Log

Date	Person / office	Method	Reason	Outcome / next step

Determination Letter Review

When a determination letter is received, review it carefully and save the entire letter with the envelope or email. The letter may include eligibility, priority category, next steps, and information about reconsideration or appeal rights.

Date letter received	
Eligibility decision stated	
Priority category stated	
Reason given	
Next steps listed	
Deadline to respond, if any	
Who I contacted with questions	

Questions or concerns about the letter

Reconsideration / Appeal Notes

Use this page to organize questions and possible next steps. This workbook does not provide legal advice. Review the official letter and contact DDA, an advocate, or a qualified professional if you need help understanding rights or deadlines.

Deadline listed in letter	
Reason for disagreement or concern	
Missing documents or new evidence	
Person contacted for help	
Date response submitted	

Notes and next steps

Questions to Ask DDA / CCS

- What documents are still needed?
 - How should I submit additional records?
 - What should I expect during the interview?
 - How will I receive the determination?
 - What should I do if our circumstances change?
 - Who can explain reconsideration or appeal rights?
- Who is my main contact during the application process?
 - How will I know the application was received?
 - What happens after the interview?
 - What do the eligibility and priority categories mean?
 - What happens if the applicant is found eligible but funding is not immediately available?
 - Are there resources for Transitioning Youth?

My additional questions

Common Terms and Plain-Language Notes

Term	Plain-language note
DDA	Maryland Developmental Disabilities Administration.
CCS	Coordinator of Community Services. This person may help with application-related steps or service coordination.
Eligibility	A determination that the applicant meets DDA criteria. Eligibility is not the same as immediate funding.
Priority category	A category that may relate to urgency or timing of support needs.
Supporting documentation	Records that help explain disability, daily needs, safety, supports, and history.
Transitioning Youth	Maryland DDA public guidance refers to children ages 14 to 21 as Transitioning Youth.
Adaptive functioning	Practical daily living skills such as communication, self-care, safety, and independence.
Caregiver statement	A written explanation of real-life support needs and family observations.

Official Resource Tracker

Use this page to record the official resources you checked before submission. Always rely on official sources for current forms, addresses, procedures, and deadlines.

Resource	Website / phone / contact	Date checked	Notes
Maryland DDA Eligibility Application page			
Maryland DDA Eligibility Application Process page			
DDA Regional Office			
DDA Application for Services form			
DDA Advocacy Specialists / RCFS info			
Other local resource			

Final Application Review Before Submission

- Application is complete and signed where required.
 - Copies of supporting documentation are attached or ready to submit.
 - Documents are organized by category.
 - You know where and how the application will be submitted.
 - You know when and how you will follow up.
- All contact information is current.
 - Caregiver statement is clear and factual.
 - You made a copy of the full packet for your records.
 - You wrote down the submission date.
 - You saved this workbook with your DDA records.

Final notes

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Notes

Notes Page 2

Notes

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Notes

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Notes