



Shawnee County  
Community Developmental Disabilities Organization  
"Your resource for connecting our community"

<b>Subject:</b> <b>Eligibility Determination Appeal Process</b> <b>Effective Date: 12-15-97</b>	<b>Reviewed:</b> 08-31-09, 08-26-10, 08-22-11, 08-27-12, 07-29-14, 09-08-14, 07-18-16, 09-15-17	<b>Policy No: 06-002</b>
<b>Revised:</b> 06-10-99, 12-14-01, 10-09-02, 05-15-06, 08-18-08, 08-27-12, 07-29-14, 07-18-16	<b>Forms:</b> 06-002.001 Notification of Eligibility Reconsideration	

**POLICY:** *The Shawnee County Community Developmental Disabilities Organization (CDDO) will provide an appeal process for persons deemed ineligible for Intellectual/Developmental Disabilities (I/DD) services.*

**GUIDELINES:**

1. The County CDDO Liaison will notify the Applicant in writing regarding ineligibility. The notification will specify reason(s) for ineligibility. When requested, the CDDO Notification of Eligibility Reconsideration (06-002.001) will be sent.
2. Within thirty (30) days of notification of ineligibility the Applicant shall submit form 06-002.001 to the CDDO Liaison, to appeal the Shawnee County CDDO's ineligibility decision.
3. The Applicant may submit any additional information that should be considered regarding the Applicant's eligibility. Additional information may include medical, psychological, educational, or other pertinent information not originally submitted.
4. If the Applicant is determined ineligible, they may request information be submitted to a third party (not financially associated with the CDDO) to review the initial determination and any additional material supplied by the Applicant. The independent third party will be someone whom the State of Kansas has approved to determine eligibility.
5. If upon reconsideration, the CDDO's determination is unchanged, the Applicant will be informed in writing of his or her right to an administrative appeal, which must be submitted in writing within thirty (30) days of the final notification.

Administrative Hearings Section  
1020 S. Kansas Ave.  
Topeka Ks 66612