



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

Subject: Ineligible Determination Appeal Process		Policy No: 06-002
Effective Date: 12-15-97		
Revised: 06-10-99, 12-14-01, 10-09-02, 05-15-06, 08-18-08, 08-27-12, 07-29-14, 07-18-16, 11-08-18, 10-19-20, 09-19-22, 02-27-23	Forms: DD Ineligible Form (State Form)	
Reviewed: 08-31-09, 08-26-10, 08-22-11, 08-27-12, 07-29-14, 09-08-14, 07-18-16, 09-15-17, 10-15-18, 08-27-19		

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 CDDO Liaison will notify the Applicant in writing of ineligibility. The notification will specify reason(s) for ineligibility. Notice of DD Ineligible Form will be completed and uploaded to KDADS.
 - a. Within thirty (30) days of notification of ineligibility, the Applicant shall submit in writing a request for reconsideration.
 - b. The Applicant may submit any additional information to be considered. (Information may include medical, psychological, educational, or other pertinent information not originally submitted.)
2. If the Applicant is determined ineligible, they may request information be submitted to a third party (not financially associated with the Shawnee County 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.
3. If upon reconsideration and third party review, 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