



*Sedgwick County...
working for you*

FACTS & details

about Sedgwick County Government

May 2012

Initial Intakes

Whom do I call?

To schedule an initial intake meeting, whether you are new or returning, please contact Shawna McCanless at 316-660-7640 or e-mail her at smccanle@sedgwick.gov.

What information is needed from me?

The following is a list of the items the SCDDO must have prior to referring your information to the service provider:

- Completed application
- Medical examination report
- Psychological evaluation (applicants age 7 and older)
- Developmental delay checklist (age 6 and younger)
- Copy of Social Security card
- Copy of government issued ID, if applicable (applicant/parent/guardian)
- Copy of Medicaid card, if applicable
- Copy of birth certificate
- Copy of guardianship paperwork, if applicable
- Copy of most recent individualized education plan (IEP) (for current students only).

How long does it take to process my information?

Once we receive all of the above information, our goal is to have an eligibility determination completed within five to 10 business days. Additional testing may be required at this point to determine eligibility.

The results of the eligibility determination will be mailed to the applicant and an assessment will need to be scheduled to help determine the level of need. This assessment could take up to one hour.

If you choose to receive case management services we will refer you to your chosen agency within 10 business days of your request.

What information is needed for the medical examination and/or psychological evaluation?

During the initial intake appointment, staff members will provide two forms to you. One form will be for the medical exam and the other will be for the psychological evaluation or developmental delay checklist.

All the requirements and instructions will be included on these forms, so the applicant simply will hand them to the health care professional responsible for the examination.

Is there a waiting list for all services?

There is not a waiting list for services; however there is a waiting list for funding to pay for those services.

The one exception is targeted case management, which is immediately available to anyone who is eligible for developmental disability services.

What if I cannot find my Social Security card?

We will accept any official communication from the Social Security Administration that shows the social security number in writing. This could include a benefit letter or acknowledgement of a replacement card request.

For More Information:

Sedgwick County Developmental
Disability Organization
615 N. Main
Wichita, KS 67203
316-660-7630
www.sedgwickcounty.org