

Facts & Details

For More Information:
Service Access Specialist
316-660-7630
scddo@sedgwick.gov

May 2025

Initial Intakes

Step 1: Getting Started

To begin the Intake process please contact a Services Access Specialist at 316-660-7630 or email scddo@sedgwick.gov. Our intake packet is also available on our website at

www.sedgwickcounty.org/developmental-disabilities/

Step 2: Gathering Information

The following is a list of the items you will need to bring to your initial intake appointment. The items can be mailed to the CDDO 271 W 3rd St N., Suite 500, Wichita, KS 67202, faxed in to Attn: SAO, 316-660-4911, or emailed to scddo@sedgwick.gov.

- ◇ Required Documentation:
- ◇ Medical examination report (physical) completed within the last 2 years
- ◇ Psychological evaluation (Applicants age 7+) completed within the last 3 years
- ◇ Copy of most recent individualized education plan (IEP) Note: IEP should be submitted for current students only
- ◇ Developmental Delay Checklist (provided) for children ages 6 and under
- ◇ Copy of Social Security card
- ◇ Copy of Medicaid card, if applicable
- ◇ Copy of government issued ID, if applicable
- ◇ (applicant/parent/guardian)
- ◇ Copy of birth certificate
- ◇ Copy of guardianship or durable power of attorney paperwork, if applicable

Step 3: Intake and Eligibility Determination

Service Access Specialist will be in touch with you to schedule an intake meeting after the required documentation is gathered. At this meeting they will give you more information about services available, and answer any remaining questions you may have. Following the meeting and the receipt of all required documentation, eligibility for IDD services will be determined.

How long does it take to process my information? Once all of the required information is received our goal is to have a decision to you in writing within five to 10 business days. Please be aware that in certain situations additional evaluation may be needed to determine eligibility.

If I am determined eligible for I/DD Services, what will be expected of me?

Individuals ages 5 and up will be required to complete a functional assessment within 30 days of notification of eligibility. This assessment will determine eligibility for the HCBS IDD waiver funding. You may choose to access Targeted Case Management (TCM) services if you have Title XIX Medicaid or if not Medicaid funded are willing to private pay for TCM services. If you choose to receive TCM services we will refer you to your chosen agency within 10 business days.

Is there a waiting list for all services?

There is not a waiting list for services. However, there is a waiting list for HCBS-IDD Program funding. You may be eligible for other funding through SCDDO programs such as Family Support, One Time Funds, Incidental Client Support, etc. You can also choose to private pay.

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
271 W 3rd St N., Suite 500
Wichita, KS 67202
316-660-7630
E-mail: scddo@sedgwick.gov
www.sedgwickcounty.org



SEDGWICK COUNTY STRATEGIC COMMUNICATIONS

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