



**Klamath County Developmental Disabilities
 Referral for Services (Children and Adults)
 355 Timbermill Drive Suite 300
 Klamath Falls, OR 97601
 Phone: 541-885-2435 Fax: 541-210-5017
 Email: kcdds_eligibility@klamathcounty.org**

Referral Date: _____
Agency (& person) Making Referral: _____
Phone #: _____ *Fax #:* _____ *Email:* _____

Referral Information

Individual's Name: _____	Gender: Male/Female
Date of Birth: _____	Age: _____
Phone Number: _____	
Address: _____	
Best time and method to contact: _____	
Parent/Guardian/Main Contact if applicable: _____	
Phone Number: _____	Address: _____
Are translation services required? Yes/No Language: _____ <input type="checkbox"/> individual <input type="checkbox"/> family	

Current living situation/People in the home: _____

Current or suspected disability and/or diagnosis: _____

Current needs: _____

Services Individual is currently receiving: _____

Other information that could be helpful: _____

Please see reverse side for the eligibility process and the information we will need:

Klamath County Developmental Disabilities Eligibility Determination Process

- For an individual under the age of 18, the Eligibility process begins at the request of the parent or legal guardian.
- For an individual over the age of 18, the Eligibility process begins at the request of the Individual, or if applicable, a legal guardian.
- Fax Referral form to Klamath County Developmental Disabilities Services:
Fax: 541-210-5017, ATTN: Eligibility Department.
- An Eligibility Specialist or Case Aide from Klamath County Developmental Disabilities (KCDDS) will contact the individual/family to gather demographic information and schedule an intake to apply for Developmental Disabilities Services.
- KCDDS will let the individual know what items to bring such as **Identification and any disability related documentation from schools, medical clinics, hospitals, etc.** If the individual does not have disability related information available, KCDDS can request these items from Doctors' Offices, Schools, ECI, etc.
- At the intake we will complete an application and sign releases of information.
- The eligibility process can take up to 90 days or longer depending on what information is available and/or if testing is required.
- At the end of the process the individual will be notified of the eligibility decision. If eligible, a Service Coordinator will be assigned to discuss the services we provide and the services the individual is interested in receiving.

We look forward to hearing from you! Feel free to call with any questions or if you would like to learn more about our services.