

**State of CT Department of Developmental Services**  
**DDS TRANSITION TIMELINE**

<b>**NECESSARY STEPS TO OBTAIN DDS SUPPORTS AND SERVICES POST GRADUATION**</b>			
✓	WHAT	WHEN	HOW
<input type="checkbox"/>	Apply to DDS	ASAP- before age 18	Visit the DDS website for more information on eligibility requirements. <a href="https://portal.ct.gov/dds">https://portal.ct.gov/dds</a>
<input type="checkbox"/>	Explore Options for Guardianship / Conservatorship	Apply no earlier than 17.5 years of age	Contact your local probate court. <a href="http://www.ctprobate.gov">http://www.ctprobate.gov</a> Contact Disability Rights CT. <a href="https://www.disrightsct.org/">https://www.disrightsct.org/</a>
<input type="checkbox"/>	Apply for SSI (Supplemental Security Income)	Age 18	Call your local social security office or visit the Social Security Administration (SSA) website for an online application. <a href="http://www.ssa.gov">www.ssa.gov</a>
<input type="checkbox"/>	Apply for Medicaid / HUSKY C	Age 18, not later than 22	Visit the Department of Social Services (DSS) website for an application. <a href="https://portal.ct.gov/dss">https://portal.ct.gov/dss</a>
<input type="checkbox"/>	Apply for BRS Level Up Services	Ages 16-22	Contact your school or visit the BRS website to learn more about <a href="#">Level Up Services</a> .
<input type="checkbox"/>	Familiarize yourself with WIOA (Workforce Innovation and Opportunity Act)	Throughout your high school years	A letter from DDS and ADS is mailed home the summer before your final year of high school, which explains <a href="#">WIOA</a> and <a href="#">CT's Employment First Initiative</a> .
<input type="checkbox"/>	Explore DDS service options and community providers	ASAP- during your final year of high school*	Identify and visit adult service providers or explore self-determination. See the DDS website for a full list of <a href="#">Qualified Providers</a> . <b>*services/programs should be identified before graduation</b>
<input type="checkbox"/>	Participate in the Level of Need Assessment (LON)	Once a DDS Case Manager is assigned, updated annually or as needed	Contact your DDS Regional Helpline or your assigned DDS Case Manager. <b>DDS Regional Helplines</b> NORTH: 877-437-4577 / <a href="mailto:dds.nr.ifshelpline@ct.gov">dds.nr.ifshelpline@ct.gov</a> SOUTH: 877-437-4567 / <a href="mailto:dds.sr.ifshelpline@ct.gov">dds.sr.ifshelpline@ct.gov</a> WEST: 877-491-2720 / <a href="mailto:dds.wr.ifshelpline@ct.gov">dds.wr.ifshelpline@ct.gov</a>
<input type="checkbox"/>	Complete an Individual Plan (IP)	Once a DDS Case Manager is assigned	Your DDS Case Manager will reach out once assigned. Visit the DDS website to learn more about <a href="#">Individual Planning (IP)</a> and <a href="#">Charting the LifeCourse</a> .
<b>**ADDITIONAL TASKS TO CONSIDER**</b>			
✓	WHAT	WHEN	HOW
<input type="checkbox"/>	Meet with a BRS Benefits Counselor	After applying for BRS services	Talk to your BRS Benefits Counselor or visit the BRS website to learn more about <a href="#">Benefits Counseling</a> .
<input type="checkbox"/>	Open a Bank Account	Upon applying for SSI	Visit any bank to discuss bank account options.
<input type="checkbox"/>	Obtain a State Photo ID Card	Before Graduation	Visit the Department of Motor Vehicles (DMV) website for information. <a href="https://ct.gov/dmv">https://ct.gov/dmv</a>
<input type="checkbox"/>	Apply for Transportation Services	Before Graduation	Visit the CT Transit and Paratransit websites for more information. <a href="https://www.cttransit.com">https://www.cttransit.com</a> and <a href="https://www.ctada.com/">https://www.ctada.com/</a>
<input type="checkbox"/>	Register to Vote	Must be 18 on or before election day	Visit the State of CT website to learn about voting options. <a href="https://portal.ct.gov/SOTS">https://portal.ct.gov/SOTS</a>
<input type="checkbox"/>	Explore your Employment Options	Before Graduation	Work with your school, BRS and/or DDS Case Managers to discover your path to employment.
<input type="checkbox"/>	Create a Portfolio / Obtain your Summary of Performance (SOP)	Before Graduation	The Portfolio should include your SOP, updated resume, and other relevant information. The SOP is completed with the school during a student's final year of high school.

*See reverse side for more information about each step.*

**\*\*Please Note: CT DDS Supports and Services are not entitlements therefore, subject to appropriations from the state legislature each year.\*\***

# State of CT Department of Developmental Services

## DDS TRANSITION TIMELINE

- **DDS:** Application Forms and additional information on eligibility are on the DDS website under [ELIGIBILITY](#).
- **Guardianship:** Once a person turns 18 (the age a person is considered an adult in CT), all legal rights and responsibilities transfer to the adult student. Parents are not automatically guardians; only the courts can appoint guardianship.
- **Social Security:** Application is for the individual only, as an adult. It is not based off parent's income. SSI (Supplemental Security Income) establishes the disability determination necessary to apply for HUSKY C.
- **Medicaid:** Apply for the individual only, separate from other family members residing in the home who may also have Medicaid. **HUSKY C** must be obtained in order to be eligible to receive any available DDS funding.
- **Bureau of Rehabilitation Services (BRS):** BRS is a division under the State Department of Aging and Disability Services (ADS, formerly known as DORS).
  - **Level-Up Services:** Provides pre-employment transition services to eligible students (aged 16-22) to help them be prepared to go out and find their place in the world. Contact your school or visit the [BRS Level Up](#) website for information on eligibility.
  - **Adult Vocational Rehabilitation (VR) Services:** Provides employment services for adults with disabilities in order to prepare for, find, and keep a job. Visit the [BRS Adult VR](#) website for information on eligibility.
- **The Workforce Innovations Opportunities Act (WIOA):** Be sure to call the number provided on the letter you receive from DDS and ADS (mailed home the summer before your final year of high school) to learn how this process can impact access to DDS funding. A formal record review and/or vocational assessments will be conducted by BRS to determine one's eligibility for employment services.
- **DDS Service Options:** Learn about Self-Determination or find qualified agencies to provide desired supports post-graduation. Some examples are individual supports, job coaching, group supported employment, vocational and day services options. For more information about these services, explore the [Employment and Day Services \(ct.gov\)](#) page.
- **Level of Need (LON):** An assessment tool used to determine one's level of need for supports and services, and funding to be provided by DDS.
- **Individual Plan (IP):** The IP will be completed once a case manager is assigned and will outline one's services and supports with DDS, as well as one's future goals.
- **Benefits Counseling:** Will help one understand how working may impact their social security and other benefits, so one can make good decisions about their goals, potential earnings, and health insurance needs.
- **Bank Accounts:** For SSI purposes, every person should have an account in their own name, even if guardianship is appointed. Any bank can assist you in deciding what type of account is appropriate; individual accounts vs. custodial and guardian accounts.
- **Photo ID:** Every person should have a State of CT photo identification card, after graduation a school ID is no longer valid.
- **Transportation Services:** Individuals with disabilities are eligible for reduced fare on public transportation and/or door-to-door paratransit services. Visit the DDS [Advocate's Corner](#) for information on transportation and more.
- **Register to Vote:** To become a registered voter in CT, you can mail in an application or complete an online application.
- **Employment Options:** Explore and learn the difference between supported employment and integrated competitive employment.
- **Portfolio / Summary of Performance (SOP):** This information will be used to help adult providers/staff to get to know the individual. The SOP is designed to highlight a student's strengths and present suggestions for supports and services that a student may need to be successful in post-high school environments. Visit the State Department of Education's website for more information about the [SOP](#).

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