



Office for People With Developmental Disabilities

INSTRUCTIONS FOR REQUESTING OPWDD ELIGIBILITY DETERMINATION FOR NYC RESIDENTS

To request an OPWDD eligibility determination, you are encouraged to work with a Care Coordination Organization (CCO) to assist you with this process, or you may submit the information directly yourself. The following documents are required:

- **Eligibility Transmittal Form**

All required areas on this form must be completed. The referral source must include your email address next to your name at the very bottom of the form where asked to print name (Completed by _____).

- **Psychological Evaluation** (Full measure of intelligence and standardized measure of adaptive behavior)
- **Psychosocial Evaluation**- within 1 year
- **Physical Examination** – within 1 year (If the condition originates in either the brain or spinal cord then the physical must support that condition)
- **IMPORTANT!!** If the person you are referring is over the age of 22, we need documentation from prior to that age to establish "age of onset" of a developmental disability. The easiest way to do this is to contact the DOE Records Management Office at 718-935-3161 or the last school district if not New York City.

Once completed, these documents are to be sent by email to:

OPWDD.SM.BROOKLYN.ELIGIBILITY.REQUEST@OPWDD.NY.GOV

(You are to use this email address even if you do not reside in Brooklyn)

If you wish to mail in the required documents, please send to the borough where you reside:

Bernard Fineson/Queens DDRO

PO BOX 280507
Queens Village, NY 11427
Attention: Eligibility Unit

Brooklyn DDRO

750 Vandalia Avenue
Brooklyn, NY 11239
Attention: Eligibility Unit

Metro Bronx DDRO

2400 Halsey Street
Bronx, NY 10461
Attention: Eligibility Unit

Metro Manhattan DDRO

25 Beaver Street
3rd Floor
New York, NY 10004
Attention: Eligibility Unit

Staten Island DDRO

930 Willowbrook Rd
Bldg. 12G
Staten Island, NY 10314
Attention: Eligibility Unit

Please be aware that additional documents may be requested following the committee review.

Follow Up inquiries regarding eligibility after submission may be sent to:

OPWDD.SM.BROOKLYN.ELIGIBILITY.REQUEST@OPWDD.NY.GOV

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Please allow at least 6 weeks for review and response.