



Series: 300: Child & Family Services
Policy Name: Applying for APD Services for Children with Developmental Disabilities
Policy Number: 310
Origination Date: 1/30/2017 **Revision Date:** 3/20/2021

Attachments: CCK Packet for APD Application of Services
APD Application for Services

Policy: It is the policy of Communities Connected for Kids (CCK) to ensure that children with developmental disabilities are provided supports and services. CCK works in partnership with the Agency for Persons with Disabilities (APD) to assist children and their families identify the needs of children with disabilities.

In order to be eligible for APD services, an individual must have a developmental disability which occurs prior to age 18. Disabilities served by APD include Intellectual Disability, Autism, Spina Bifida, Cerebral Palsy, Prader-Willi syndrome, Down syndrome, Phelan McDermid syndrome, or individuals between the ages of 3-5 at high risk for a developmental disability.

Procedure:

1. Children who are identified as having a developmental disability will be tracked by the CCK Director of Clinical & Placement Services.
 - a. The CCK Director of Clinical & Placement Services will be the CCK POC for all APD correspondences and will ensure all applicable parties (DCM, Program Directors, CPI, etc.) are notified, informed and included in correspondences as appropriate.
 - b. Case Management Program Directors will designate a point-of-contact in each county to manage APD communication, applications, etc. and will ensure the Placement Supervisor is informed of current point-of-contact information.
2. Upon notification of a child with a known or suspected developmental disability, the Director of Clinical & Placement Services or CCK Designee, will contact the Regional APD Point of Contact (POC) to determine if the child is a known consumer.
 - a. If the child is a known consumer at APD, the Director of Clinical & Placement Services will inform the APD POC of the child's dependency status.
 - b. If a child who is a known consumer of APD or has a developmental disability is involved in an open investigation with the Department of Children & Families and pending a shelter status in a crisis situation (homeless, danger to self or others, or caregiver unable to give care), the Director of Clinical & Placement Services will contact the APD regional office. The regional office may be able to provide short term services and will review the situation and determine if a crisis



application should be completed.

- i. The Director of Clinical & Placement Services will immediately notify the CCK CEO or designee of the shelter and crisis situation so that it can be escalated as necessary to the Regional APD Office.
3. For children with developmental disabilities who are not established consumers with APD and not in a crisis situation, the Director of Clinical & Placement Services or CCK Designee, will contact the county case management point of contact and request that a completed application packet (Exhibit A) for APD services is forwarded as soon as possible. The application for APD services may also be retrieved online at: <https://apd.myflorida.com/forms/Attachment-D-Application%20for%20Services%2017-09-06.pdf> . The Director of Clinical & Placement Services will follow-up with county case management point of contact within 30 days of requesting the packet if has not been received. For APD packets not received within 60 days of initial request, the Placement Supervisor will escalate the request to the Program Director.
4. Upon receipt of a completed APD application packet, the Director of Clinical & Placement Services will forward the entire packet to the APD for review and processing. . If email is unavailable, or the packet is too large to send via email, an application can be sent to the Regional APD Office at: 111 South Sapodilla Ave., Suite 204, West Palm Beach, FL 33401. Once a determination for eligibility has been made, the APD POC will notify the DCM listed in the application as well as the Director of Clinical & Placement Services of the eligibility status via email. The Director of Clinical & Placement Services will contact the APD POC if a determination decision is not received within 60 days of submission of the completed packet to check on application status.
 - a. In accordance with current APD policy, children who have an approved application will be placed on the Waiting List until permanency has been achieved.
 - b. The Director of Clinical & Placement Services or CCK Designee will manage a tracking list of all children in dependency on the APD waitlist which will include current placement, permanency goal & goal date, and status on permanency. This list will be sent to the Children's Legal Services designated point-of-contact and the Regional APD Office on a quarterly basis. Children's Legal Services will have goal dates extended as appropriate.
 - c. Upon the child's dependency status changing to reunification, permanent guardianship, adoption, or turning 18 (see policy #310: Independent Living) the Director of Clinical & Placement Services or CCK Designee will notify the APD POC of the change and provide the court order evidencing change in status so that waiver enrollment can occur. See APD Waiver Information Sheet (attached) for more information.
 - d.

Approved: Carol Deloach
Carol Deloach, CEO