



Highland County Board of Developmental Disabilities

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Phone: 937-393-4237

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Debra D. Buccilla, Superintendent

Please find enclosed an Application for Eligibility and an Authorization to Release Records to be completed by you to determine if you are eligible for services from the Highland County Board of DD.

Application for Eligibility:

- 1) You will notice several services on the back of the form that are provided by the Highland County Board of DD, check the areas that may interest you.
- 2) ***You must provide a phone number where you can be contacted, or a message can be left.*** Three attempts will be made to contact you to schedule any further appointments needed to determine your eligibility for services.
- 3) Please make sure to complete the entire application.

Authorization to Release Records:

- 1) On the first line of this form please provide the name of the person who is authorizing to release the records for the applicant i.e., parent, court-appointed guardian, or the individual.
- 2) The second line of the form is for the name of the agency or school district that will release information to the Highland County Board of DD to assist with determining eligibility. ***Be sure to include an address and phone number for the agency or school district.***
- 3) The fourth and fifth lines are for the ***applicant's name and date of birth.***
- 4) Please sign and date the back of the form. *If you are signing as a representative, parent, or court-appointed guardian for the applicant please sign and date as 'signature of personal representative'.*
- 5) Please make sure to complete the application as outlined above in order to complete the eligibility process as timely as possible.

You will receive a call from a Service and Support Administrator (SSA) after we have received these forms as well as the information from the agency or school district that you have authorized.

HCBDD does not discriminate in provision of services or employment because of handicap, race, color, creed, sex, age, national origin, and ancestry.

An Equal Opportunity Employer