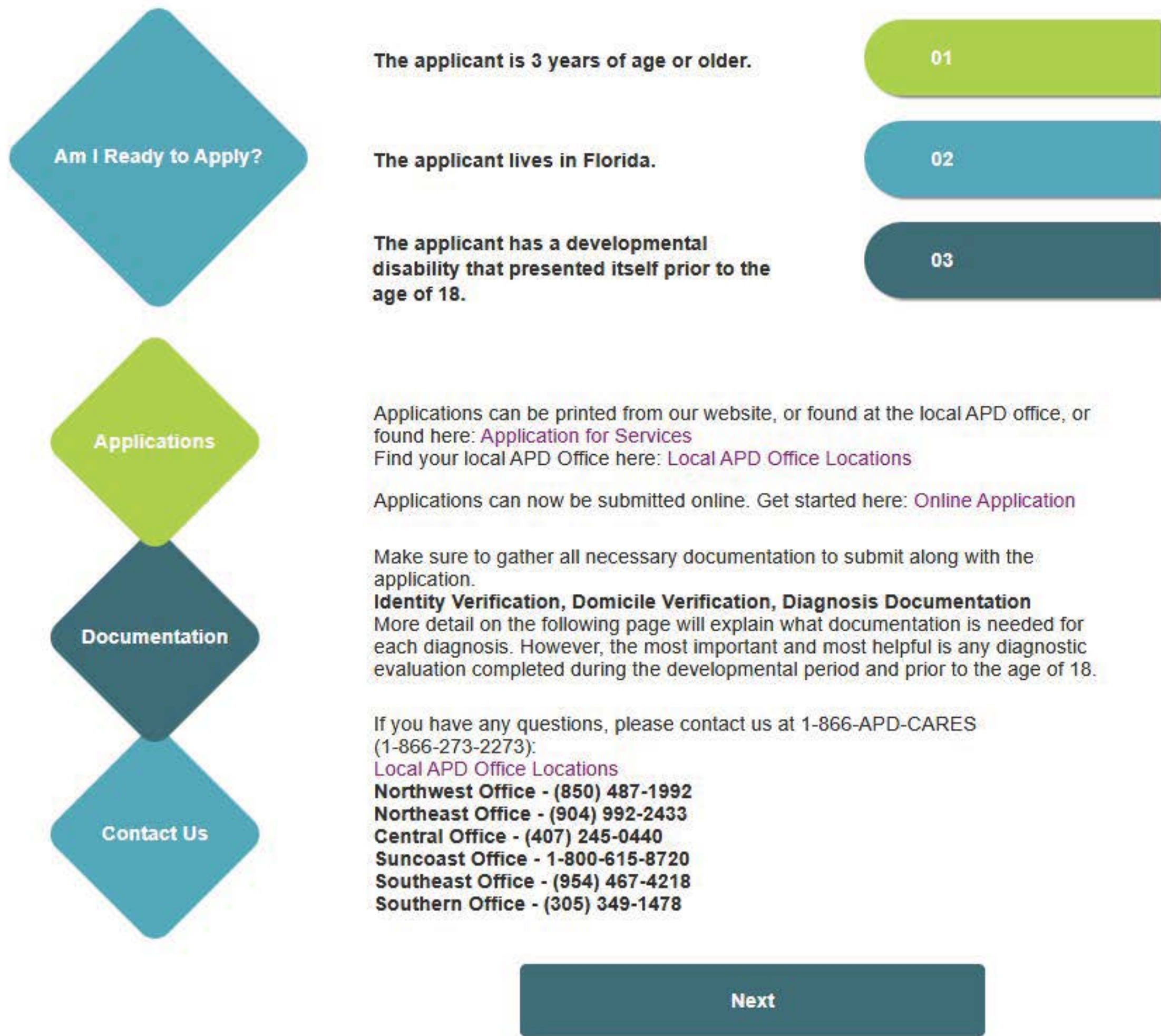




Quick Guide: Applying for APD Services

The below are pre-screening items that the Agency for Persons with Disabilities (APD) uses to determine eligibility for APD services. APD may request additional information or documentation in order to complete your application.





Documentation Needed When Applying for APD Services

In many instances, the Agency for Persons with Disabilities (APD) can verify Florida residency for applicants through information provided on the application form. If necessary, APD may request additional information or documentation to verify residency.

Identity and Domicile Verification	Examples of Documents That May Be Needed
For all applicants:	<p>One or more of the following documents may be needed:</p> <ul style="list-style-type: none">• Copy of Birth Certificate• Social Security Card• A copy of a valid Florida driver's license• U.S. Passport• Federal, state, or local government issued photo ID• School Photo ID (accepted for children under the age of 16)• A military dependent's ID card• Certificate of Indian Blood• Native American tribal document <p>Parents of applicants under the age of 18 can submit one of the following: U.S. military card or draft record, U.S. Coast Guard Merchant Mariner card, federal, state, or local government issued photo ID</p>
Applicants born in another country who do not have US Citizenship, provide the following:	Please submit the immigration documentation that shows your status as a resident alien, qualified alien, or legal immigration status, and proof of domicile in Florida.

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**Click the Diagnosis Below for
Specific Application Information**

Autism

Cerebral palsy

Down syndrome

Intellectual disability

**Phelan-McDermid
syndrome**

**Prader-Willi
syndrome**

**Spina bifida cystica or
myelomeningocele**

**Applicants between the
ages of 3-5 at high risk
for a developmental
disability**

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Documentation Needed When Applying for APD Services

For APD to begin the eligibility process, please submit diagnosis documentation along with the application. Please note that the Quick Guide: Applying for APD Services is a reference only and not an exhaustive list. If necessary, APD may request additional information or documentation in order to complete your application.

Developmental Disability Diagnosis	Documentation	Licensed Professionals
Applicants applying under autism	<p>Must provide one or more of both diagnostic testing and collateral documentation. Examples are listed below. Please provide all testing and documentation you have available.</p> <p>Diagnostic Testing Examples: The following evaluations are some examples of tests used to make a diagnosis of autism:</p> <ul style="list-style-type: none">• ADOS-2: Autism Diagnostic Observation Schedule, Second Edition• GARS-3: Gilliam Autism Rating Scale• CARS-2: Childhood Autism Rating Scale• ASRS: Autism Spectrum Rating Scales• ADI-R: Autism Diagnostic Inventory Revised <p>Collateral Documentation Examples:</p> <ul style="list-style-type: none">• School records, such as Individualized Education Plans and achievement testing• Medical or therapeutic documentation• Any psychological evaluation, educational evaluation, or adaptive testing• Progress notes from speech and behavioral therapies• Baker Act records	<p>A diagnosis may only be accepted from one or more of the following:</p> <ul style="list-style-type: none">• Florida-licensed psychiatrist,• Florida-licensed psychologist,• Board-certified pediatric neurologist who is qualified by training and experience to make a diagnosis of autism,• Board-certified developmental pediatrician, or• Collateral information received from another state may be accepted if the evaluator is licensed through the same credentials required for licensure in Florida for the professions.

Documentation Needed When Applying for APD Services

For APD to begin the eligibility process, please submit diagnosis documentation along with the application. Please note that the Quick Guide: Applying for APD Services is a reference only and not an exhaustive list. If necessary, APD may request additional information or documentation in order to complete your application.

Developmental Disability Diagnosis	Documentation	Licensed Professionals
Applicants applying under Cerebral palsy	<p>Must provide one or more of the following to support a diagnosis:</p> <p>Documentation examples:</p> <ul style="list-style-type: none"> • Documentation from a physician attesting to the diagnosis • Medical treatment records or visit summaries that indicate the diagnosis • Medical history records that indicate the diagnosis 	<p>Written documentation of diagnosis is accepted from one or more of the following:</p> <ul style="list-style-type: none"> • A medical doctor • A doctor of osteopathy • Medical records documenting a diagnosis of cerebral palsy before the age of 18

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Documentation Needed When Applying for APD Services

For APD to begin the eligibility process, please submit diagnosis documentation along with the application. Please note that the Quick Guide: Applying for APD Services is a reference only and not an exhaustive list. If necessary, APD may request additional information or documentation in order to complete your application.

Developmental Disability Diagnosis	Documentation	Licensed Professionals
Applicants applying under Down syndrome	<p>Must provide one or more of the following to support the diagnosis:</p> <p>Documentation examples:</p> <ul style="list-style-type: none"> • Medical records documenting a chromosome analysis (also referred to as a karyotype) finding the individual has an extra genetic material on their number 21 chromosome must be provided • Documentation from a physician attesting to the diagnosis • Medical history and treatment records or visit summaries that indicate the diagnosis 	Documentation is accepted from a medical doctor or a doctor of osteopathy.

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Documentation Needed When Applying for APD Services

For APD to begin the eligibility process, please submit diagnosis documentation along with the application. Please note that the Quick Guide: Applying for APD Services is a reference only and not an exhaustive list. If necessary, APD may request additional information or documentation in order to complete your application.

Developmental Disability Diagnosis	Documentation	Licensed Professionals
Applicants applying under intellectual disability	<p>Must provide one or more of each of the following to support a diagnosis. Please provide all testing and documentation you have available:</p> <ul style="list-style-type: none"> Diagnostic testing Adaptive testing Collateral documents <p>Diagnostic Testing Examples: Standardized tests may be submitted as proof of an intellectual disability. The following are presumptively accepted standardized tests of intelligence to establish eligibility for an intellectual disability. The applicant must demonstrate that any test not presumptively accepted by the Agency is valid.</p> <ul style="list-style-type: none"> Stanford-Binet Intelligence Test (all ages) Wechsler Preschool and Primary Scale of Intelligence (under 6 years of age) Differential Ability Scales – Preschool Edition (under 6 years of age) Wechsler Intelligence Scale for Children (WISC) (children up to 15 years, 11 months) Differential Ability Scales (children up to 15 years, 11 months) Wechsler Adult Intelligence Scale (WAIS) Test of Nonverbal Intelligence Comprehensive Test of Nonverbal Intelligence Universal Nonverbal Intelligence Test (UNIT) Leiter International Performance Scale-Revised <p>Adaptive Testing Examples:</p> <ul style="list-style-type: none"> Vineland Adaptive Behavior Assessment System (ABAS) AAMR Adaptive Behavior Scale Adaptive Behavior Evaluation Scale (ABES) Skills of Independent Behavior - Revised <p>Collateral Documentation Examples:</p> <ul style="list-style-type: none"> School records, such as Individualized Education Plans and achievement testing Medical or therapeutic documentation of intellectual disability 	<p>In all cases, assessments or evaluations for eligibility should be obtained from appropriately licensed professionals with experience and training in the instruments and population for whom eligibility is to be determined.</p> <p>For adaptive testing: The performance measures for this category of adaptive functioning deficits must be validated by the professional judgment of a psychologist who is experienced in working with people who have retardation, who has specific training and validation in the assessment instrument that is used, and who is one of the following:</p> <ul style="list-style-type: none"> A Florida-licensed psychologist A Florida-licensed school psychologist A certified school psychologist

Documentation Needed When Applying for APD Services

For APD to begin the eligibility process, please submit diagnosis documentation along with the application. Please note that the Quick Guide: Applying for APD Services is a reference only and not an exhaustive list. If necessary, APD may request additional information or documentation in order to complete your application.

Developmental Disability Diagnosis	Documentation	Licensed Professionals
Applicants applying under Phelan-McDermid syndrome	<p>Must provide one or more of the following to support a diagnosis:</p> <p>Documentation Examples:</p> <ul style="list-style-type: none">• Genetic testing• Written documentation from a physician that clearly states diagnosis	Documentation is accepted from a medical doctor or a doctor of osteopathy.

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Documentation Needed When Applying for APD Services

For APD to begin the eligibility process, please submit diagnosis documentation along with the application. Please note that the Quick Guide: Applying for APD Services is a reference only and not an exhaustive list. If necessary, APD may request additional information or documentation in order to complete your application.

Developmental Disability Diagnosis	Documentation	Licensed Professionals
Applicants applying under Prader-Willi syndrome	<p>Must provide one or more of the following to support a diagnosis:</p> <p>Documentation examples:</p> <ul style="list-style-type: none"> • Documentation from a physician attesting to the diagnosis • Medical treatment records or visit summaries that indicate the diagnosis • Medical history records that indicate the diagnosis 	<p>Written documentation of diagnosis is accepted from one or more of the following:</p> <ul style="list-style-type: none"> • A medical doctor • A doctor of osteopathy • Medical records documenting a diagnosis of Prader-Willi syndrome

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Documentation Needed When Applying for APD Services

For APD to begin the eligibility process, please submit diagnosis documentation along with the application. Please note that the Quick Guide: Applying for APD Services is a reference only and not an exhaustive list. If necessary, APD may request additional information or documentation in order to complete your application.

Developmental Disability Diagnosis	Documentation	Licensed Professionals
Applicants applying under Spina bifida cystica or myelomeningocele	<p>Must provide one or more of the following to support a diagnosis:</p> <p>Documentation Examples:</p> <ul style="list-style-type: none"> • Documentation from a physician attesting to the diagnosis • Medical treatment records or visit summaries that indicate the diagnosis • Medical history records that indicate the diagnosis 	<p>Written documentation of diagnosis is accepted from one or more of the following:</p> <ul style="list-style-type: none"> • A medical doctor • A doctor of osteopathy • Medical records documenting a diagnosis of Spina bifida cystica or myelomeningocele before the age of 18

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Documentation Needed When Applying for APD Services

For APD to begin the eligibility process, please submit diagnosis documentation along with the application. Please note that the Quick Guide: Applying for APD Services is a reference only and not an exhaustive list. If necessary, APD may request additional information or documentation in order to complete your application.

Developmental Disability Diagnosis	Documentation	Licensed Professionals
Applicants between the ages of 3-5 at high risk for a developmental disability	<p>Must provide supporting information to document one or more of the items below:</p> <ul style="list-style-type: none"> • A developmental delay in cognition, language, or physical development. • A child surviving a catastrophic infectious or traumatic illness known to be associated with developmental delay. • A child with a parent or guardian with developmental disabilities who requires assistance in meeting the child's developmental needs. • A child who has a physical or genetic anomaly associated with developmental disability. <p>APD may assist with providing individual evaluations or assessments necessary for the diagnosis of a developmental disability. Please reach out to APD if you need assistance scheduling a comprehensive evaluation.</p>	<ul style="list-style-type: none"> • Documentation from a physician or doctor of osteopathy attesting to the indicators identified. • Medical treatment records or visit summaries that indicate the items above. • Medical history records that indicate the items above.

Quick Guide: Applying for APD Services

What should I do after gathering the necessary documentation above?

- Complete and submit the application to APD. You may submit to a local APD office that is near you.
 - A list of APD's local offices can be found here: [Local APD Office Locations](#)
 - Don't forget to sign the application!
 - Applications can now be submitted online. Get started here: [Online Application](#)
- Once APD receives the application, the applicant will receive an acknowledgement of receipt.

What should I expect after an application has been submitted?

- APD will begin reviewing the application and may contact you for additional information or documentation.
- Once the application has been reviewed, APD will contact you on next steps.

Questions?

If you have any questions, please contact us at 1-866-APD-CARES (1-866-273-2273):

[Click here for a list of Local APD Office Locations](#)

Northwest Office - (850) 487-1992

Northeast Office - (904) 992-2433

Central Office - (407) 245-0440

Suncoast Office - 1-800-615-8720

Southeast Office - (954) 467-4218

Southern Office - (305) 349-1478

Hope Florida - A Pathway to Possibilities

Hope Florida is a voluntary program through APD available to all Floridians. It offers a pathway to possibilities and hope by providing individuals and families with wrap around supports through community collaboration to meet specific needs and goals. Hope Florida utilizes Hope Navigators that will work directly with you to identify needs and goals and help develop an action-oriented care plan. To connect with a Hope Navigator, call: **833-GET-HOPE (833-438-4673)**

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