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Dear {Mr., Ms., Sir, or Ma'am};

Thank you for your interest in services with The Arc of Anchorage. The following instructions and checklist will help you in moving toward involvement with The Arc of Anchorage's team. Please follow the steps below and provide as much information as possible from the checklist. This will help to determine if you qualify for Developmental Disability and/or Behavioral Health Services.

**STEP 1:** We need to verify your eligibility for Developmental Disability. This is done with a letter from The State of Alaska's Department of Health, Division of Senior and Disability Services (SDS). If you do not already have a letter of eligibility from SDS or you are not sure if you have completed the Developmental Disability Determination Application, please contact your local Developmental Disabilities Resource Connection Roster. A current list can be found at:

[http://dhss.alaska.gov/dsds/Documents/grantservices/PDFs/DDRC\\_Roster.pdf](http://dhss.alaska.gov/dsds/Documents/grantservices/PDFs/DDRC_Roster.pdf)

**STEP 2:** Complete The Arc of Anchorage's Intake Application. This form can be found on our website at <https://thearcofanchorage.org/services/> or via email, if requested.

**STEP 3:** Fill out and sign all the necessary forms. The following forms require a signature:

- The Arc of Anchorage's Intake Application
- Releases of Information (ROI) form for each individual, entity, or provider that The Arc of Anchorage will need to communicate with regarding prior services and treatment records (please do not return signed ROI forms that are not completely filled out)
- As many of the checklist items as possible (see page 2 of this correspondence)

**STEP 4:** Drop items off at the front desk, fax the documents to 907-272-2161, or contact an Intake Coordinator for an Intake Appointment.

Please feel free to contact us with questions or concerns regarding this process. We look forward to meeting with you.

Respectfully,

Mona Murphy  
Case Manager; CLS Intake Coordinator  
Phone: (907) 777-0113  
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The following items will help The Arc of Anchorage process an applicant's Intake Application more quickly. Please send the documents directly to Mona Murphy or Sabrina Gust via fax at 907-272-2161. You can also mail items to or drop them off at 2211 Arca Drive, Anchorage, AK 99508.

- Letter of Eligibility from The Division of Senior and Disability Services
- Current copy of the Developmental Disabilities Registration and Review Form
- Current copy of the Plan of Care for Waivers (ISW, IDD, CCMS) and a copy of the ICAP, Level of Care and Appointment of Care Coordinator
- Current Behavioral Health Treatment Plan with corresponding Assessment
- Special Education – Evaluation Summary and Eligibility Review (ESER) and/or Individualized Education Plan
- Miscellaneous Documents (\*required documents, as applicable)
  - Birth Certificate
  - Social Security Card
  - Medicaid Card
  - Driver's License or State ID Card
  - Certificate of Degree of Indian or Alaska Native Blood (CDIB Card)
- Proof of Guardianship (as applies, documents must be signed by a judge)
  - Power of Attorney
  - Court Ordered Guardianship
  - Conservatorship or Payee Representative
  - Custody Agreement
  - Divorced Guardian's Request Custody Order
  - Foster Care papers
  - Authorized Representative
  - Condition of probation/parole
- Current or Prior Medical Records and/or Evaluations
  - Neuropsychological Evaluation
  - Psychological Evaluation
  - Functional Assessments
  - Mental Health Assessments
  - School Individualized Education Plan (IEP)
  - Occupational/Physical/Speech Therapy evaluations, progress notes & recommendations
  - Diagnosing records of Mental Illness
  - Diagnosing records of Developmental Disability
  - Verification of diagnosis
  - List of medication prescriptions
  - Any other current Treatment Plans, evaluations, or recommendations from a medical professional