



North Carolina Department of Health and Human Services
Division of Medical Assistance

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Robin Gary Cummings, M.D.
Deputy Secretary for Health Services
Director, Division of Medical Assistance

November 13, 2014

Dear County Director of Social Services:

REMINDER: Referral Process for Disability Determination Services

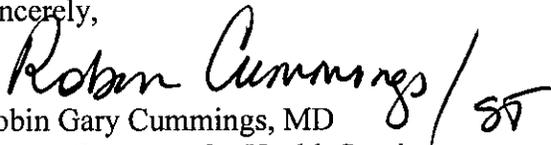
The Department of Health and Human Services (DHHS) and Disability Determination Services (DDS) are working collaboratively to transition the disability referral form process from the Eligibility Information System to NC FAST. This letter serves as a reminder to the County Department of Social Services of the policy regarding referral forms and the importance of submitting complete and accurate information to DDS.

DDS is reporting they receive many referrals with missing information such as: names and telephone numbers; county numbers; application numbers; obsolete forms, applicants completing forms, and not finding assessments in the NC FAST system. DDS shared other concerns such as receiving hospital and courtesy applications, which should be received in the counties and forwarded to DDS. **Incomplete and inaccurate referral forms will be returned to the local county DSS, which may result in a delay of processing time and unnecessary hardship on the applicant.** Please ensure that all referral forms are completed accurately and thoroughly.

The referral forms are DMA-4037 (Rev. 08/14), DMA-5009 (Rev 08/08), and DMA-5028 (Rev 04/03). Earlier versions of these forms are obsolete. Refer to MA-2525, Disability for policy/procedures. Case workers should also use the Disability Determination Assessment Job Aid in NC FAST to help with the completion of the DMA-5009.

If you have any questions regarding this information, please contact your Operational Support Team (OST) at ost.policy.questions@dhhs.nc.gov.

Sincerely,


Robin Gary Cummings, MD
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Director, Division of Medical Assistance

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