

# Aging and Disabilities Services Division

## Developmental Services Financial Eligibility Instructional Page

### How to Apply for Financial Help for Developmental Services

To be eligible for financial help from Developmental Services, you must turn in your income information. To make sure your application for financial eligibility is complete, follow these steps:

1. Fill out the Financial Eligibility Application for Services form (DS-EI-11). Your Service Coordinator (SC) can help.
2. Show Proof of Income. If at least one (1) member of your house has a job:
  - If taxes were filed last year, give your SC a copy of that tax return.
  - If taxes were not filed, give your SC three (3) pay stubs from the last 60 days for each person worked. Pay stubs should cover the full time and not skip any pay period (such as paycheck 1, paycheck 2, and paycheck 3).
3. Sign and return the Statement Regarding Filing of Income Tax/Unemployment form (DS-EI-12).
4. This form is needed even if no one in your home has a job or filed taxes last year.
5. If you or someone in your home lost their job, give your SC a copy of the Termination Notice from the employer.
6. Fill out the Unearned Income Report form (DS-EI-13). Provide copies of documents as proof of unearned income.
7. Read the Reporting Responsibilities for Income Eligibility form (DS-EI-10). You must understand your responsibilities for income eligibility.

Developmental Services will review your paperwork. They will decide your eligibility using the Federal income rules.

Your SC will put all information in your record and let you know the decision in writing.

**Important:** Please tell us if your bank has changed and if your tax information is not correct. You must show proof of any changes.