



## **ARE YOU READY?**

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## **GOVERNMENT**

→ Please note: When approaching any of the government

**agencies for services (e.g. DDD, DVR, SSI,) we have found that bringing medical records of disability, school testing, evaluations, etc. will greatly speed up your application process.**

***Please note:*** the Division of Developmental Disabilities for Washington State Region 4 is now Region 2. The previous boundary of Region 4 was King County and now is now greatly expanded. To view the new boundaries go to <http://www.dshs.wa.gov/ddd/contacts.shtml>

1. Is your son/daughter enrolled with the Division of Developmental Disabilities (DDD)?  
Call 206-568-5700 or 1-800-314-3296 and ask for the Intake Case Manager.  
If your son/daughter is found eligible you must call and ask for specific services.  
Call Statewide No Paid Services Case Load 1-800-974-4429

DDD Regional office; (Seattle): 206-568-5700 or 1-800-314-3296

- Family and Community Team, Supervisor - 206-568-5699
- Adult Family Home and Adult Waiver Team, Supervisor - 206-568-5663
- Children's Team, Supervisor - 206-568-5641
- Children's Team, Supervisor – Waiver – 206-568-5650
- DDD Region IV Field Services Administrator – 206-568-5721
- DDD South King Office:

DDD South King County Office, 253-372-5770, 1-800-974-4428

- DDD South King Supervisor – Non Waiver - 253-372-5773
- DDD South King Supervisor – Waiver – 253-372-5764

2. Is your s/d signed up for Social Security Benefits (SSI, SSDI OR CDB)?  
**IMPORTANT:** This is easier to obtain BEFORE your son/daughter has an extensive work history. It is also easier to obtain SSI as soon after age 18 as possible. If your s/d is working, call Scott Leonard 206-263-9049 to understand the rules.

Eligibility: 18 years, resources of less than \$2000 and disability status (for under age 18, family income usually determines eligibility).

Social Security Offices: 1-800-772-1213. King County Developmental Disabilities Division with the Arc of King County hold a series of trainings on SSA benefits twice a year. Check the Community Calendar under News and Events on the Arc of King County website at <http://www.arcofkingcounty.org> or call 206-364-4645 ext. 8006 for the dates.

3. Do you know about Medical Service Card's: Categorically - Needy Program (CNP)? As of 11/09 this became a "*State of Washington Services Card*" card rather than a coupon.

Age: 18 on SSI, or low income (under age 18)

Do you know that if your s/d is not receiving Medicaid is 18 or older, working and on SSI that it is possible to purchase Medicaid?

Once you are eligible for SSI, then contact local Community Services Office (phone book: Blue pages; Washington State of, Social and Health Services Department of, Community Services Office. Assigned by zip code of where the individual resides.) or online at:

<https://fortress.wa.gov/dshs/f2ws03esaapps/onlinecso/findservice.asp>

4. Do you know about Medicaid Personal Care?

(Federal/state program which allows people to have care providers for their personal care needs. Parents can be the paid provider if person is over age 18.) You must first obtain a contract from DDD to be an MPC parent provider. As of July 1, 2011 if you are a parent caregiver you will need to take a one time, 6 hour training and a half hour union presentation. There is no continuing education requirement. You will need to contact SEIU Healthcare Northwest Training Partnership toll free at 1-866-371-3200 to enroll in training. A four-hour safety training is required and can be completed by watching a DVD. The DVD is sent from DDD after the contract is official (signed by the contractor & DDD). Follow the time line and directions for reporting the completion of the safety training.

Eligibility: Person with a disability must be on SSI and Medicaid with a CNP (Categorically Needy Program) category.

Contact your DDD case manager.

Regional office: 206-568-5700, 1-800-314-3296

South King office: 253-372-5770 or 1-800-974-4428

5. If you have questions about SSI, Medicaid or other public benefits, you can call The Arc of King Co. Information and Referral (I & R) and ask for an advocate at 206-364-8384 or 1-877- 964-0600 or Scott Leonard at 206-263-9049. [Scott.Leonard@Kingcounty.gov](mailto:Scott.Leonard@Kingcounty.gov) Free service.

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## **MEDICAID WAIVER**

Did you know that DDD has four waivers *for people over the age of 18*? The four waivers – Basic, Basic Plus, Core, and Community Protection provide an array of services. There is also the CIIBS waiver for people under the age of 18. If you do not know if your son/daughter is on the waiver call your s/d's case manager. If they are not on the Home and Community based (HCBS) waiver you may want to ask to have them placed on the DATA BASE for one of the waivers (*similar to a waiting list*). Before you ask for them to go on the waiver you should know what services the waiver can supply. You can find this information on the DSHS website: <http://www1.dshs.wa.gov/ddd/waivers.shtml>

DDD will need to determine if your son/daughter would qualify for services in an ICFMR (Institution). Federal Medicaid money comes into our state to nursing homes or institutions. The waiver means you choose to have services in the community and not in an institution. Your case manager will need to administer the DDD assessment to determine if you meet the waiver eligibility criteria first. If they qualify for an ICFMR they then can go on the database for a waiver. You will need to make this request each year.

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## **SCHOOL**

1. Do you know the federal rules for Transition (age 16 to adult system)?  
**These services are to begin no later than the first IEP to be in effect when the student turns 16 years old. Once a student reaches age 21, the school district should provide a summary of your student's performance and recommendations on meeting post secondary goals.** Call the Superintendent of Public Instruction for more info. 360-725-6000
  2. Do you know that a school district must pay for a special needs student education until:
    - The student "ages out" of eligibility - that means the student has completed the school year in which he/she turns 21 years of age.
- OR
- The student meets all of the requirements for high school graduation (that includes completing earned credits, pass state exam or alternative assessment, complete culminating exhibition and High School-and-Beyond Plan). School districts have the authority to establish requirements beyond those of the State Board of Education. (In the case of a student receiving special education services, this means the student must also meet those requirements in order to graduate).

For students with disabilities, the district has an additional obligation to

develop a Transition Plan, and that plan must describe the district's commitments to provide those services as well.

There is no requirement that the student successfully complete all of their IEP goals and objectives.

It is important to distinguish between "graduation" and "exit from special education". Students with disabilities who are eligible to receive services from 18-21 years of age are allowed to participate in all of their cohort graduation activities and ceremonies without losing eligibility for special education and related services. Participating in graduation activities is often referred to as "graduating from high school". This rite of passage is now protected and legally distinguished from a legal exit from service.

The 2007 state legislative session passed a law, Kevin's Law, that allows all students with Developmental Disabilities to walk in the graduation ceremonies at age 18, then continue with their special education transition program until age 21.

A school district can send a Written Notice that they are exiting your child from special education. This notice must include the reasons why the student is no longer eligible for special education and related services. In theory, the district should have conducted an evaluation of some kind to determine that something has changed - in the STUDENT - that changes eligibility.

It is best for if you can work out a good transition program through the age of 21 with your school district since DDD will not pay for job support until the person is 21. This is even more important as funding for long-term job support from the county/state DDD is becoming much more difficult to obtain. We strongly recommend that individuals remain in the school system until age 21, because school is an entitlement. Adult day services are not an entitlement.

We are fortunate in King County to have a program called the School to Work Project. In this project, students receive services from employment specialists while still in their transition programs and have a goal to graduate with a job in place. This occurs with the working cooperation of the school staff, county personnel, employment specialists and DVR. Check to see if your school participates in this program and if there is an embedded employment vendor. Currently 18 of 19 school districts in King County participate in this program. Contact Richard Wilson 206-263-9044 at King County DDD for more information.

[Richard.Wilson@Kingcounty.gov](mailto:Richard.Wilson@Kingcounty.gov) or  
<http://www.kingcounty.gov/healthservices/DDD/services/employment/school-to-work>

3. Has your school held a training about transition and the move to adult services? Are they a part of the School to Work Project? Have the participated in one of the King County DDD Transition Fairs?

You may contact The Arc of King Co., Parent Training concerning a Transition training. 425-746-2178 or 206-364-4645 ext. 8006. This is a free service.

4. Does your school offer job sampling and job training for a minimum of three years before graduation?
5. Has your son/daughter's teacher given your son/daughter a functional vocational evaluation? Do you know if there is an employment vendor embedded in your school program and who that vendor is?
6. Has your school helped you to put together a resume' for your son/daughter to be used for employment service vendors and/or the Division of Vocational Rehabilitation (DVR)?
7. Here is a simple and effective resume' that **you** could prepare to give to employment service vendors:

- What does my son/daughter like to do?
- What does my son/daughter do well?
- What does not work well for my son/daughter?

You might want to add job experiences if your school has not done a resume'. You could also list leisure activities. Collect any letters of recommendation from volunteer and work experiences. This is best done before the person leaves the work/volunteer setting.

8. Has your school told you what the graduates who have developmental disabilities from your district are doing as adults? Ask your son or daughter's teacher.

If the answer to any of the above questions 1 – 8 is "NO", then:

- Ask your high school transition teacher.
- Contact school administrator of Special Education.
- Talk to an advocate at The Arc of King Co., 206-364-8384 or 1-877-964-0600; or call Washington PAVE, 1-800-5-PARENT

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## **AFTER SCHOOL YEARS**

If your son or daughter has already exited from high school, you can call the DVR. (See Employment category for more information.)

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## **EMPLOYMENT OR DAY SERVICES**

**EMPLOYMENT OR DAY SERVICES FOR YOUR ADULT SON/DAUGHTER ARE NOT AN ENTITLEMENT.**

1. History: Did you know that very few high school graduates received employment or day program services in the 1980's?

Did you know that there have been state funds for many high school graduates to receive employment or day services for the classes of 1989 – 2008, with the exception of the 2003 and 2009 graduates? Only those graduates in 2011 who had jobs at the time of graduation received ongoing employment support funding. Did you know that these funds are presently in great jeopardy?

Did you know that these funds came from the Legislature because of the advocacy work of parents, county DD Boards, and employment providers?

Did you know that parents must fight for these employment funds each Legislative session?

For more information on any of the above, call Lance Morehouse Coordinator of King County Parent Coalition <mailto:Lance@arcofkingcounty.org>

2. Does someone on the DDD case management team know your hopes and needs for adult day services? For example, job, volunteer work, etc. Call your case manager or make sure you give the information to them during the assessment process.
3. If you are unsure about the amount of assistance your s/d will need to have a meaningful day talk to former and current teachers and others who know your son/daughter. You may also call The Arc of King Co. to have help in problem solving. Ask for an advocate: 206-364-8384 or 1-877-964-0600. Free service.
4. Do you know what the Division of Vocational Rehabilitation (DVR) is? DVR assists people with disabilities to prepare for, obtain and retain employment. Programs are custom-designed for each individual. When your son/daughter turns 18, you can call DVR yourself.

To find your local DVR office, look in the blue pages in the phone book under Washington State of, Social and Health Services Department of, Vocational Rehabilitation or <http://www1.dshs.wa.gov/DVR/>

Do you know whom the DVR counselor is who is assigned to your son/daughter's high school? If you don't know who the DVR counselor is, ask your high school or transition teacher or go to the following site <http://www.dshs.wa.gov/dvr/QuickLinks/SchoolTransition/Transition.aspx>

5. Do you know what the King County Developmental Disabilities Division is and their role in adult services? King Co. DDD (KCDDD) is a part of our County government and is separate from the State Region 2 Division of Developmental Disabilities (DDD).

King Co. DDD holds the contracts for employment and community access King Co. DDD contracts with different specialists (providers, vendors) who give service directly to your son/daughter as an adult. Call 206-263-9061 and ask for a list of providers/vendors of employment and day program services. You should contact agencies. You can also find this information and other important details of employment on the website <http://www.kingcounty.gov/healthservices/DDD.aspx>

Did you know that King Co. DDD has a citizen Advisory Board that holds meetings on the even months? Parents and people with disabilities are welcome to attend.

9:30 am 1<sup>st</sup> Wednesday on even months, 1700 East Cherry St in Seattle, Call 206-263-9061. (Region 2 DDD office building, second floor large conference room).

Did you know that King Co. DDD has Committees to address the employment and pathway to employment needs of the adults with developmental disabilities in King Co.? Parents and people with disabilities are welcome to attend.

- Employment Committee Call 206-263-9041 for time and place.
- Legislative Committee - meets, as needed, 206-263-9061. Interested persons are welcome.

6. Do you know what a PASS is?  
PASS = Plan to Achieve Self Support (a Social Security Work Incentive program).  
PASS can help people keep their SSI dollars when they start earning money.  
Your employment provider/vendor should be the one to help you with PASS.  
This is becoming an increasingly important source of funding. King County DDD has two specialists that will help you create and manage a PASS Plan free of charge.  
You can call: Scott Leonard at 206-263-9049 or Richard Wilson at 206-263-9044
7. Do you know about ENSO? ENSO offers Person-Centered Employment Planning or Group Employment Planning, Personal Agent Services and Personal Individualized Employment Support Services. These services can be funded by DVR, King Co. DDD, DDD (state), SSA (PASS, IRWE) and private pay. Call your case manager or ENSO at 206-829-2001. This program is available statewide.
8. Do you know about WiSe (Washington Initiative for Supported Employment)? WISE is available to provide consultation to teachers particularly for students with higher support needs who desire employment. If approved by King County DDD, WISE staff is available to do Person Centered Plans (call Marsha Threlkeld at 206-343-081 ext 103

and Self Employment Business Plans call Jim Corey 206-343-0881 ext 109. This program is available statewide.

9. There is a statewide policy called WORKING AGE ADULT POLICY. This policy supports gainful employment in integrated settings as the goal for all adults age 21 to 62. (Community access will be obtained by an exception to policy.) The Working Age Adult Policy makes an assumption that adults with developmental disabilities can work or “be on a pathway to employment”. This policy should now help individuals achieve the goal of employment. If your son/daughter’s disabilities are significant enough that you believe he/she will not be able to work, contact your case manager.

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## **RESIDENTIAL**

Please note: RESIDENTIAL SERVICES ARE NOT AN ENTITLEMENT.

1. Did you know that except for the Adult Family Homes (see #7 below) and Medicaid Personal Care (see #4 under **GOVERNMENT**) that residential services *or support are* almost impossible to access in our State? Need must be of crisis level for person or family unless the person is on the Core Waiver. Occasionally the legislature funds Special groups i.e. senior families, people in trouble with the law, etc.
2. Did you know that DDD-Region 2 *is* in charge of residential programs?
3. Have you talked to case management and told them of your hopes and needs for residential supports? (If your son/daughter is on the waiver this should be recorded on the Plan of Care, POC). Call your case resource manager (CRM).
4. If you need residential services for your son/daughter, it is important that you tell your case resource manager (CRM) that you want this service. If your son/daughter is on the waiver this should be noted in the POC.  
IIMPORTANT: Ask to have some written confirmation of this request.
5. What are your plans for your son/daughter’s place of residence?
  - Planning to live in parent’s home for long term.  
Do you know about Medicaid Personal Care? Ask you case resource manager (see #4 **GOVERNMENT**).
  - Planning to live in parent’s home until employment or day program is stable. See Case Management for Medicaid Personal Care (see #4 **GOVERNMENT**)
  - Would like son/daughter to move soon; family interested in being in charge of the residential setting.
    - Call the Advocate, The Arc - King County –206-364-8384 or 1-877-964-0600.
    - Sherry McNary, WiSe My Home My Life-206-391-8200
    - Kathy Sellars (parent) - 206-522-3099 Home phone

- Call King County DDD and ask for Housing Advocacy and Section VIII information. *Katherine Festa, 206-263-9053* [Katherine.Festa@Kingcounty.org](mailto:Katherine.Festa@Kingcounty.org) or email Pam Blanton at [partners4housing.com](http://partners4housing.com) 206-383-4209
  - Would like son/daughter to move soon; want state to be in charge. (See #1 - Residential, above). Call Case Management: Regional office: 206-568-5699 (supervisor) or call your case resource manager directly.  
South King office: 253-372-5770 or 1-800-974-4428
6. Do you want to know the various residential options, which the state (Region 2, DDD) administrates? Remember, for entrance, need must be of crisis level. Call case management for information or a referral:  
Regional office: 206-568-7000 or 1-800-314-3296  
South King office: 253-372-5770 or 1-800-974-4428  
For information you may also call The Arc of King Co. I&R: 206-364-8384 or 1-877-964-0600 and ask for an advocate.
- Representative payee - for very capable individuals in need of only financial assistance
  - Supported Living – moderate to close supervision
  - Group Home - highly structured
  - ICF-MR - group living and institutional living, under strict federal guidelines, usually with nursing help.
7. Other Programs
- Adult Family Home - administered by Aging and Disability Services Administration (ADSA).  
This is the residential service that is “open” to new applicants. Your s/d needs to have a Categorically Needy Program (CNP) status on their Medical Service Card record and will need to pay the participation for the AFH placement. The CNP status is not printed on the Medical Services Card but is in the Medicaid record.  
Make contact through DDD case resource manager to start the process.  
Regional office: 206-568-5663 (Adult Family Home Team Supervisor)  
South King office: 253-372-5770 or 1-800-974-4428  
You may also call The Arc of King Co. advocate and ask for background information. (See #5)
  - Support services privately purchased by family.
  - Protective payee (financial assistance)
  - Instructional training  
Call case management for names of people who assist by private pay.  
You may also contact The Arc of King Co. I & R and ask for an advocate 206-364-8384 or 1-877-964-0600.
8. If you want more information on any of these out of home living arrangements for your son/daughter, you can call The Arc of King Co. Information and Referral and ask for an advocate 206-364-8384 or 1-877-964-0600.
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# ADVOCACY and SUPPORT GROUPS

## 1. Are you connected with a parent support group?

### Generic:

- The Arc of King County; 206-364-6337 or 1-877-964-0600.  
<http://www.arcofkingcounty.org>
- The Arc of Washington State, legislative advocacy, 1-888-754-8798,  
<http://www.arcwa.org>
- My Home My Life, housing/residential solutions, Sherry McNary, 206-391-8200 <mailto:Sherry@theinitiative.ws>
- Senior Family Caregivers – Call Hye Kyong Jeong, The Arc of King Co. 206-957-7080, <mailto:HJeong@arcofkingcounty.org>
- Washington State Fathers Network, Kinderling Center, Bellevue; Greg Schell Executive Director, 425-653-4286, [greg.schell@kinderling.org](mailto:greg.schell@kinderling.org),  
[www.fathersnetwork.org](http://www.fathersnetwork.org)

### Disability groups:

- Provail (formerly United Cerebral Palsy) 206-826-1040, Amal Grabinski,  
<http://www.provail.org>
- Cerebral Palsy, parent resource, Call Nancy Eliassen 206-323-7224 (adults)
- Autism Society of Washington: 1-888-ASW-4YOU,  
<http://www.autismsocietyofwa.org> List serve once a week; conferences, workshops, support group information. Can email questions to [info@autismsocietyofwa.org](mailto:info@autismsocietyofwa.org)
- FEAT (Families for Effective Autism Treatment) – office –425-223-5126,  
<http://www.featwa.org>
- Down Syndrome Community - call Louise Avery 206-295-2147,  
[mailto:DSC\\_Relations@comcast.net](mailto:DSC_Relations@comcast.net) Deaf/Blind – For support, information, or referral for parents and friends for deaf blindness call Donna Ruble - 206-706-7621 or Maria Corsini– 206-242-8450

### Others:

There are a number of other groups in various communities. Please call Betsy McAlister, King County Parent Coalition for DD, 425-882-2010 or [bmcalister@arcofkingcounty.org](mailto:bmcalister@arcofkingcounty.org)

2. Do you ever have a need of an advocate for one-on-one problem solving?  
Call The Arc of King Co. for this free service. 206-364-8384 or 1-877-964-0600
3. Do you want to be a part of changing the future for people with developmental disabilities?  
Contact King Co. Parent Coalition for Developmental Disabilities, Lance Morehouse, 206-829-7048, [Lance@arcofkingcounty.org](mailto:Lance@arcofkingcounty.org) or Betsy McAlister, 425-882-2010  
[bmcalister@arcofkingcounty.org](mailto:bmcalister@arcofkingcounty.org) (networking with other parents, addressing issues, advocacy, involvement with elected officials and legislation).

4. Are you interested in being a parent helper?

The Parent to Parent program uses parents to help mentor younger parents whose children have the same disability. The Arc of King Co. Please contact Cathy Murahashi, 206-829-7039, [cmurahashi@arcofkingcounty.org](mailto:cmurahashi@arcofkingcounty.org)

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## **RESPIRE**

1. Do you know what respite or Family Support means?

Respite is an occasional break from care giving. Individual and Family Services is a program of DDD that provides families a small amount of flexible funding for respite, and other services families may need, such as excess medical costs, diapers, therapies, equipment, and needed structural modifications. Family Support services can be used by children and adults who live in their family home. There is currently a significant waiting list. Some families may receive their Family Support services through an SSP (a state program of Social Security) cash payment. If your family has an emergency situation, such as a family caregiver having surgery, there is a small amount of one-time-only funding available for emergency respite from DDD. For these emergency situations there is no waiting list.

2. Do you know how to apply for respite care / Individual and Family Services from DDD? To apply, contact case management and ask to be placed on the Family Support waiting list. To make sure you are added to the waiting list, ask for something in writing. If you are unsure whether you are on a waiting list, ask your case resource manager about the availability of these services and confirm your status. Services sometimes become available with little notice.

Call Case Management:

Regional office: 206-568-5700 or 1-800-314-3296

South King office: 253-372-5770, 1-800-974-4428

3. Do you know about Medicaid Personal Care? (See #4 - **GOVERNMENT**)

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## **TRANSPORTATION**

1. Call METRO for a reduced fee pass for bus travel and/or an Access pass (206-263-3113).  
(Access provides van service for people who cannot ride a METRO bus.)
2. Did you know that Metro has a Travel Training program? This is a free program to assist people to learn to ride buses. **Metro Transit Instruction 206-749-4242**

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## **LEGAL**

1. Have you looked into Guardianship or other legal protection?

*As of July 22, 2011 mandatory free training must be completed prior to appointment or under certain circumstances within 90 days of appointment. Current guardians must complete this training prior to their next report to the courts for the guardianship. Go to <http://www.court.wa.gov//layguardiantraining> For more information go to [LayGuardianTraining@courts.wa.gov](mailto:LayGuardianTraining@courts.wa.gov) or call 360.704.4081. This training is free and must be completed within 30 days of starting the training on line or you have to start over.*

Call The Arc of King County for a list of attorneys and written information. 1-877-964-0600 or 206-364-8384. In addition, the web site for guardianship documents is

<http://www.kingcounty.gov/kcscg/guardianship.htm>

Many families choose to renew their guardianship on their own. There is a Guardianship facilitator who can be reached by calling Family Law Facilitator Office 206-296-9092 for Seattle cases and 206-205-2526 for the Kent Regional Justice Center. These facilitators can assist people who are not represented by an attorney.

If a guardianship is in place DDD will now need up-to-date court documentation and must keep it current at least every five years (or as the expiration dates come up). This means case managers may begin to ask for new documentation at least every five years. Without the documented proof CMS will not accept consent for services. This means DDD will also not be able to accept consent.

2. Do you have a will and a Special Needs Trust?
  - Call The Arc of King County for assistance and written information. 1-877-964-0600 or 206-364-8384
  - Call The Arc of Washington for the DD Endowment Trust (also know as the Life Opportunities Trust). This is a program where either a family member or a person with DD can procure a trust. The 25% match from the state is on hold until further funding is available. Patti Bell 1-888-754-8798 ext. 103.  
[http://www.arcwa.org/endowment\\_trust.htm](http://www.arcwa.org/endowment_trust.htm)

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## **WEBSITES**

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The Arc of King County for information about resources, training, parent support, etc. <http://www.arcofkingcounty.org>.

The Arc of Washington for information about legislative advocacy.  
[www.arcwa.org](http://www.arcwa.org)

King County DDD for information about county programs and services  
<http://www.kingcounty.gov/healthservices/DDD.aspx>

The Division of Developmental Disabilities (D.D.D.) for state D.D. programs and services. <http://www1.dshs.wa.gov/ddd/>

University of Montana's Rural Institute on Disabilities Transition Project transition information. <http://www.ruralinstitute.umt.edu/transition>