



Title Applying for APD Services for Children with Developmental Disabilities		Number 310	
Department: Clinical Services	Owner Director of Clinical & Placement Services	Regulatory Authority/ Related Policies: 309.063(11). F.S.	Attachments:
Effective Date: January 2017		Last Revision: July 2026	Review Date: July 2026

Purpose:

It is the policy of Communities Connected for Kids (CCKids) to ensure that children with developmental disabilities are provided with support and services. CCKids works in partnership with the Agency for Persons with Disabilities (APD) to assist children and their families identify the needs of children with disabilities.

To be eligible for APD services, an individual must be 3 years of age or older, live in Florida, and have a developmental disability which occurs prior to age 18. Disabilities served by APD include intellectual disabilities (Full Scale IQ of 70 or below), severe forms of Autism, spina bifida cystica or myelomeningocele, cerebral palsy, Prader-Willi syndrome, down syndrome, Phelan McDermid syndrome, Tatton-Brown-Rahman syndrome, or individuals between the ages of 3-5 at high risk for a developmental disability.

Policy:

- Children who are identified as having a developmental disability will be tracked by the CCKids Clinical Services Department.
 - The CCKids Lead Behavioral Health Specialist (BHS) will be the CCKids POC for all APD correspondences and will ensure all applicable parties (DCM, Program Directors, CPI, etc.) are notified, informed and included in correspondences as appropriate.
 - Case Management Program Directors will designate a point-of-contact in each county to manage APD communication, applications, etc. and will ensure the Lead BHS is informed of current point-of-contact information.
- Upon notification of a child with a known or suspected developmental disability, the Lead BHS or CCKids Designee will contact the Regional APD Point of Contact (POC) to determine if the child is a known consumer.
 - If the child is a known consumer at APD, the Lead BHS will inform the APD POC of the child's dependency status.
 - If a child who is a known consumer of APD or has a developmental disability is involved in an open investigation with the Department of Children & Families and pending a shelter status in a crisis situation (homeless, danger to self or others, or caregiver unable to give care), the Director of Clinical & Placement Services, Lead BHS or other designee will contact the APD regional office to inquire if APD is able to provide short-term services and review the situation to determine if a crisis application should be completed.



3. For children with developmental disabilities who are not established consumers with APD and not in a crisis, the Lead BHS will contact the county case management point of contact and request that all supporting documentation evidencing proof of a developmental disability as outlined on the APD website ([APD - APPLICATION Process 190325.pdf](#)), copies of the child's social security card & birth certificate, shelter order, CBHA, and any other assessment that support eligibility be forwarded for review.
 - The Lead BHS will submit the application on the child's behalf upon receipt of all necessary documentation to submit a completed application through the APD Portal at [Apply.Now.APD.MyFlorida.com](#).
 - If upon review it appears the child does not have a documented disability eligible for APD services, the Lead BHS will:
 - i. Determine if there may be suspicion that child has an eligible diagnosis and if so, offer care coordination in pursuit of further developing the child's diagnosis until it can be determined if/when an application can be submitted on a child's behalf.
 - ii. Communicate to the child's assigned DCM and case management POC why an application is not being pursued.
4. CCKids Lead BHS will track all applications and communicate updates as they are received to DCM, DCMS and Program Director and forward all correspondences received from APD.
5. For children determined eligible for APD services and placed on pre-enrollment category, the Lead BHS will verify that the child is appropriately placed in pre-enrollment category 2 which includes individuals with an open case in DCF statewide automated child welfare information who are either:
 - Transitioning out of the child welfare system into permanency
 - At least 18 years old, but not yet 22 years old and who need both waiver services and extended foster care services
 - At least 18 years old but not yet 22 years old who withdrew consent pursuant to s.39.6251(5)(c), F.S., to remain in the extended foster care system
6. Upon the child's dependency status changing to reunification, permanent guardianship, adoption, or turning 18 (see policy #310: Independent Living) the CCKids Lead BHS or CCKids Designee will notify the APD POC of the change and provide the court order evidencing change in status so that waiver enrollment can occur.

Approved by:

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Carol DeLoach

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Carol DeLoach, CEO