



**State of Florida**  
**Department of Children and Families**

**Rick Scott**  
Governor

**Mike Carroll**  
Secretary

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**DATE:** June 11, 2015                      **TRANSMITTAL NO.:** P-15-06-0005

**TO:** Economic Self-Sufficiency Operations Managers  
Economic Self-Sufficiency Program Offices

**FROM:** Dianna Laffey, Chief, Program Policy (**Signature on File**)

**SUBJECT:** Disability Determination Reminders

**EFFECTIVE:** Upon Receipt

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The purpose of this memo is to remind staff about the procedures to follow when a disability request is electronically submitted and the disability packet assembled and mailed to the Department of Health, Division of Disability Determinations (DDD). The Department has received communication from DDD about incomplete disability requests that have been submitted and missing pertinent information for them to complete a disability decision.

The Department is responsible for completing the disability packet, and providing all relevant documentation for DDD to complete the disability decision. Please refer to Transmittal NO: P-12-01-0001, for information about the completion of the DSUM driver to electronically submit the disability request to DDD. The time standard to complete the disability packet and request a disability decision from DDD has not changed.

If an interview is required, schedule the interview for an expedited applicant within three working days. Conduct the interview and complete the disability packet within seven calendar days of the date of application. Refer to Transmittal NO: I-11-12-0017 for additional guidance about the expedited disability interview procedures.

**Reminders for Submitting Applications to DDD**

Staff must ensure the disability packet is mailed to DDD within two days after the disability request has been submitted electronically in FLORIDA. When the disability packet is received, DDD will update the AIDD screen with receipt of the packet. DDD cannot initiate their process to complete a disability decision until the medical packet is received from DCF.

A disability packet should contain the following information:

- The CF-ES 2514 Form, *Authorization to Disclose Information*, must be completed and signed. The form must be signed by the customer or their legal representative (guardian, power of attorney, or custodial parent).

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

- If a legal representative signs on behalf of the customer, proof of guardianship or power of attorney must be included in the disability packet.
- A signature on a CF-ES 2505, *Appointment of a Designated Representative* Form, does not make a person a legal representative to release the customer's medical records. In order for DDD to accept the signature of a designated representative, the individual must be a legal guardian, have power of attorney, or a parent of a minor.
- If the customer is unable to sign the CF-ES 2514 form, and there is no legal representative, an attempt should be made for them to sign with an "X". If the customer signs with an "X", the WITNESS section on the form must be completed.
- If the customer is deceased, a copy of the death certificate listing the cause of death must be included in the disability packet.
- In an effort to lessen the time to issue a disability decision, include any available medical records the customer has provided, such as hospital admission notes, discharge summaries, and consultation notes from medical specialists.
- The CF-ES 2909, *Disability Determination Transmittal* must be completed and included in the packet.

Staff must also:

- Ensure all the documentation in the disability packet is scanned into Document Imaging.
- Review the disability packet to ensure all documentation being submitted to DDD is for the customer requesting the disability decision.
- Update the case in FLORIDA and mail the disability packet within two days of the electronic submission of the disability request.

If there are policy questions, Region offices may contact Dorthene Baker at (850) 717-4293.

cc: Assistant Secretary for Economic Self-Sufficiency (Jennifer Lange)  
Director (Jeri Flora)  
Customer Call Center (Pat Badland, Liesta Sykes, Irene Hill, Hyung Kim, Georgina Santana)  
Data and Technology (William Martinez)  
EBT (Michael Pogue)  
FLORIDA Help Desk (Anthony Gaston)  
Information Technology (Kit Goodner, Barbara Roglieri)  
Medicaid Eligibility System (Suzanne Poirier, Margie France, Eileen Schilling)  
Office of Appeal Hearings (Nathan Koch)  
Office of Communications (Alexis Lambert)  
Office of the General Counsel (Herschel Minnis)  
Office of Quality Management (Tonyaleah Veltkamp, Cindy Mickler, Annette Wiechers, Susan Thomas)  
Program Policy (Dorthene Baker, Jena Grignon, Connie Mathers)

Public Benefits Integrity (Andrew McClenahan, Sheri Hall, Fred Young)  
AHCA (Kathy Austin, Melanie Brown-Woofter, Lisa Gill, Peggy Hall, Shevaun  
Harris, Beth Kidder, David Rogers)  
Florida Bar Elder Law Section (Emma Hemness, Twyla Sketchley)  
Florida Legal Services (Cindy Huddleston)