

# DEVELOPMENTAL DISABILITIES ADMINISTRATION

## Limitation Extension Process

### Frequently Asked Questions (FAQ)

#### 1. What is a Limitation Extension?

A Limitation Extension (LE) is when DSHS approves more personal care hours than were authorized by:

- Your CARE assessment **and**
- Exception to Rule (ETR).

We approve more hours if you need them to correct or improve your condition, or to prevent your condition from getting worse in order to fully complete your personal care tasks.

#### 2. When can I ask for a Limitation Extension?

- You first have to ask for an Exception to Rule (ETR) for personal care **and** have our ETR decision; **or**
- It has been more than 30 days since you asked for an ETR and we have not made a decision on your request.

#### 3. Who can get a Limitation Extension?

You must be under 21 years of age to get a Limitation Extension.

#### 4. How do I ask for a Limitation Extension?

You can ask for a Limitation Extension **after** you get our ETR decision or more than 30 days have passed. Your request must:

- Be in writing; **and**
- Made within 90 days of getting notice about your ETR.

#### 5. Where can I get information about Limitation Extensions?

You can get information:

- Online at <http://www.dshs.wa.gov/ddd/limitationextension.shtml>; or
- Email the LE committee at [LEcommittee@dshs.wa.gov](mailto:LEcommittee@dshs.wa.gov); or
- Ask your Case Resource Manager for an LE packet.

The website and the LE packet will have information about Limitation Extensions.

## **6. What information must I provide when I ask for the Limitation Extension?**

You must provide information to show you need more personal care hours to complete your Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs) in order to correct, improve or prevent further deterioration of your condition.

The information should include:

- An explanation of the hours necessary to complete your ADLs and IADLs;
- Documentation of the supports available to you over the course of a week; and
- An explanation of why informal supports (unpaid supports) are not available to provide the assistance you are requesting.
- Other documents that will help us understand your need for more personal care hours. More information about ADLs and IADLs is at <http://www.altsa.dshs.wa.gov/ClientInfo/>. No access to the internet? Ask your Case Resource Manager for a copy of the Personal Care Assessment Key.

## **7. Can I provide other information?**

You can give us any information you believe shows you need more personal care hours.

## **8. What other information may DSHS ask for?**

DSHS may ask you for:

- A current Individual Education Plan (IEP), if you are still in school.
- Treatment plans for clinically recommended treatments relevant to your personal care services, such as active range of motion, passive range of motion, bowel program, etc.
- Parenting plans and child support orders. You may also submit information or documents describing the support actually provided by the non-custodial parent.
- Other documents that will help us understand your need for more personal care hours.

## **9. What if I don't have the documents DSHS asked for?**

If we ask for documents you don't have, we will give you time to get them. If you need help to get them, you can give us written permission to get them for you.

## **10. What is a functional ability review?**

If we need more information to make a decision about your LE, we may ask for a functional ability review. You won't have to pay for this. We will arrange for an occupational therapist or other healthcare professional to perform the review.

A functional ability review will take place in your home. The person who does the review will:

- See how you perform your personal care tasks;
- See what kind of help you needed with them;
- See how much time it took to perform your personal care tasks;
- Offer advice about how to perform them better or easier; and
- Let you and the Limitation Extension Committee know if you need anything that will help you with your personal care tasks that you don't have.

## **11. Where do I submit my Limitation Extension request?**

You can send us your written request by regular mail or fax.

By mail: Attention: DDA Limitation Extension Committee  
PO Box 45310  
Olympia, WA 98504-5310

By fax: Attention: LE Committee  
360/407-0955

## **12. What if I don't provide the information requested by DSHS?**

We will make a decision based on the information you give us. If you do not provide enough information to make a decision, we will deny your request.

## **13. When will I receive a decision about my request?**

The LE committee will make a decision within 30 days unless we ask for more information. When additional information or review is requested, the LE committee will make a decision within either:

- 15 days of receiving the information, or
- 15 days of the date you notify the committee you will not be giving additional information.

#### **14. What if I disagree with the Limitation Extension decision?**

You have the right to an administrative hearing. You will receive a Planned Action Notice (PAN) with the LE decision.

#### **15. What if I need help telling the LE Committee why I need more personal care hours?**

We will set up a different way for you to tell us why you need more personal care hours if you are not able to:

- Fill out a schedule; or
- Write a description about why you need more personal care hours.

You can ask us or your Case Resource Manager. If you ask the LE Committee, here's how:

- Call us at: 360/725-3413
- Send an email to: [lecommittee@dshs.wa.gov](mailto:lecommittee@dshs.wa.gov)
- Send a fax to: 360/407-0955

**For more information, visit the [LE webpage](#) or ask your Case Resource Manager.**