



## THE DESE/DDS Residential Prevention Program Open Interest Period 2019

The Department of Elementary and Secondary Education/The Department of Developmental Services  
Open Interest Period Overview and Instructions for DDS Staff & Family Support Providers

An Open Interest Period will be held to allow DDS Staff, Family Support Providers and DDS eligible families the opportunity to submit an Interest Form for the DESE/DDS Residential Prevention Program.

### DDS will accept Interest Forms for the DESE/DDS Residential Prevention Program between November 4<sup>th</sup> through December 31<sup>st</sup>, 2019

Completion of the DESE/DDS Interest Form only serves to indicate a family's interest in the Program. The submission of the Interest Form does not guarantee participation in the DESE/DDS Program which will be determined through an Assessment and Prioritization Process.

#### Assisting with the completion of the Interest Forms:

1. Please be sure the student meets the following criteria before submitting an Interest Form:
  - Currently **eligible as a child** for the Department of Developmental Services (DDS)
  - Currently **enrolled in an approved school program** through the local school district and has an IEP
  - Is between the **ages of 6 and 17**
  - Is **currently living at home**
2. Staff may complete the form for the family if you know all of the information; however, **a signature from the parent/guardian is required for submission.**
3. DDS Area Offices, Family Support Providers and Autism Support Centers may accept forms in person. Please add a **date stamp** to ensure that the form arrived within the dates of Open Interest Period.
4. Please mail all forms from **November 4<sup>th</sup> through December 31<sup>st</sup>** to:  
DDS Central Office, Att. DESE/DDS Program Interest Forms  
500 Harrison Ave, Boston, 02118  
Forms may also be emailed to [DESEDDSPROGRAM@MassMail.State.MA.US](mailto:DESEDDSPROGRAM@MassMail.State.MA.US).

Once the period for receiving Interest Forms\* for the DESE/DDS Program is over, the Department will determine eligibility for the DESE/DDS Residential Prevention Program via the process outlined below:

1. DDS will sort the Interest Forms geographically based on the DDS regions.
2. Area/Regional DDS staff will work with families to complete the individualized assessment process.
3. Eligible students will be prioritized based on their level of assessed need, which includes consideration of the other services the student is receiving in their school, home and community.
4. Enrollment will continue throughout the year until all available slots are filled.

**\*DO NOT ATTACH IEP/MEDICAL RECORDS/ ANY OTHER DOCUMENTS AT THIS TIME. SEND ONLY THIS FORM.**

**Questions? 617-624-7518**

**OPEN INTEREST PERIOD FOR THE DESE/DDS PROGRAM NOVEMBER 4<sup>TH</sup> - DECEMBER 31<sup>ST</sup>, 2019**