

BDDS GATEWAY

ONLINE APPLICATION FOR THE FAMILY SUPPORT WAIVER

Beginning February 1, 2021 you can file for the Family Support Waiver online

STEP 1 - GATHER THE FOLLOWING INFORMATION BEFORE YOU BEGIN:

- The applicant's name
- Social Security Number
- Date of Birth
- Applicant's current physical address
- Mailing address if it is different from current physical address
- Applicant's contact information such as phone and/or email
- The age of the applicant was diagnosed with a developmental or intellectual disability
- Brief description of how the disability affects applicant's daily life

If Filling out application for minor or adult with someone legally designated to make decisions, the following information will also be needed:

- Name of legal guardian or legal representative
- Relationship to applicant
- Address of legal guardian or legal representative
- Contact information such as phone and/or email of legal guardian or legal representative

STEP 2 - GO TO - www.bddsgateway.fssa.in.gov

BEFORE YOU BEGIN:

- Fields with a red asterisk (*) are required
- You will NOT be able to save your progress and finish at a later time
- If you stop working for more than 15 minutes, the system will time out and you will need to start a new application
- All information must be completed once you begin the application
- Please ensure you have all the required information prior to beginning the application
- You will not have the ability to upload any documents at this time, they will be turned in during the interview

STEP 3 – AFTER SUBMITTING APPLICATION:

- When the application is complete, you will have an opportunity to print it or save it as a PDF
 - It is highly recommended that you keep a copy for your records
- When the application is complete, a link will be provided to download the *Confirmation of Diagnosis* form that will need to be filled out by a doctor familiar with the child's condition.
- If you have difficulty with the application, there is a tutorial on the website that walks you through it.
- Links will also be provided on what to do next

Please feel free to contact About Special Kids if you need additional assistance at 800-964-4746.