



Intake/Eligibility Process

Clermont County Board
of
Developmental Disabilities



Intake Coordinator takes call and completes Initial Intake Form



First Intake letter sent explaining Eligibility Process and time line to determine eligibility.



If no response to 1st intake letter within 30 days 2nd intake letter is sent.

If no response to 2nd intake letter within 30 days a drop letter is sent.



Intake Coordinator receives proof of disability.



Intake Coordinator contacts individual, sets up appointment to complete COEDI (or) OEDI



If found not eligible a letter is sent out with appeal process.

If found eligible Intake Coordinator sends out an eligible letter.

Intake Coordinator— Elizabeth Moran 513/ 732-4831