



**State of Connecticut  
Department of Developmental Services**

**Category Assignment: Administrative Hearing Rights  
Frequently Asked Questions (FAQs)**

**1. What rights do I have if I disagree with my category assignment (“Emergency”, “Urgent”, or “Future Needs”)?**

If you, or your legal representative, want to contest your category assignment, as determined by the Department of Developmental Services (DDS), you have the right to request an administrative hearing from the DDS. If you prefer to try to resolve this at the regional level first you can request a Programmatic Administrative Review. See Programmatic Administrative Review (PAR) Frequently Asked Questions (FAQs) on the reverse side of this document for information about this process.

**2. If I request a PAR to contest my category assignment, do I lose my right to have an administrative hearing?**

**NO.** You continue to have the right, under Connecticut law, to request an administrative hearing from the DDS.

**3. How do I request a hearing to contest my category assignment?**

You should contact your Case Manager if you disagree with your category assignment. Your Case Manager will give you the “Request for Administrative Hearing to Contest Category Assignment” form to complete. Once completed, you will send that form to the office of the Commissioner.

**4. How long do I have to request a hearing?**

You can request a hearing at any time to contest your category assignment.

**5. Where will the hearing be held?**

The hearing will be held at the DDS Central Office in Hartford.

**6. Who will attend the hearing?**

A Hearing Officer from the DDS will oversee the hearing, and listen to all information presented by the participants. The hearing will also be tape recorded so the Hearing Officer can listen to the information when making his or her decision. You may choose to bring your own attorney, independent support broker, advocate, or anyone you think can provide information about your disagreement with your category assignment. The DDS will have one or more representatives at the hearing, which may include an attorney from the Division of Legal and Government Affairs and representatives from your DDS regional office.

**7. When and how will I be notified of the Hearing Officer’s decision?**

The Hearing Officer must make a proposed final decision no later than 60 days after the hearing. The decision will be sent to you and the DDS Commissioner in writing. You may submit written comments on the proposed final decision within ten (10) days, to the Commissioner. After the time to comment ends, the Commissioner will decide whether or not he agrees with the decision of the Hearing Officer, review any information you may submitted within the comment period, and inform you of his decision in writing. The Commissioner’s decision serves as the final resolution to your dispute, unless you choose to request reconsideration by DDS or an appeal to Superior Court.