

Disability Determination Tips

Completing Disability Report for Children or Disability Report for Adults.



Before you start, get your information ready and have these things with you.

- Medical records
- A list of your medicines
- Names, addresses, and phone numbers of your doctors
- A list of your past jobs

Read the form first and look at **all** the questions before you begin so you don't miss anything.



General Tips:

- Answer everything. Don't leave anything out. Incomplete answers can slow down your case.
- Be clear and honest. Write about your health problems, how they affect your daily life, and what help you need.
- Write neatly. If you're writing by hand, use black or blue ink and print clearly.
- Use the "Remarks" section if you need more space. Be sure to say which question you're answering.

Mistakes to Avoid:

- Leaving blanks
 - (if something doesn't apply, write "N/A," "None," or "Don't know")
- Forgetting to give full contact info for your doctors (name, address, phone, and fax)
- Not fully explaining how your health limits you
- Expecting the agency to find your medical records without listing your doctors

Helpful Reminders:

- Sign and date the form.
- Send it in on time so your case is not delayed, cancelled, or denied.
- Keep a copy of what you send.
- Ask for help from a family member, caseworker, or representative if you need it.
- Don't send pictures of the form (like JPEG files).

Completing Authorization to Disclose Information to the Iowa Department of Health and Human Services

This form lets HHS and DDS get your medical records. Filling it out the right way helps your case move faster.

- Write your full legal name, full Social Security number (no short versions), date of birth, and parent/guardian name (if needed).
- Sign the form. If you are not the person whose records are being shared, mark why you can sign (for example, parent or guardian). If you are a legal guardian or have power of attorney, send a copy of that paperwork.
- Write the date you sign the form. This is required! If the date is missing, your case will be delayed.
- Send this form in on time so your case is not delayed, cancelled, or denied.

Mistakes that Cause Delays:

- No date signed
- No signature
- Parent checking the guardian box.
Only check the guardian box if you have legal papers that say you are a person's legal guardian. If you are just the parent and don't have the papers, don't check the box.
- No legal papers (if needed for guardian or power of attorney)

Before You Send It:

- Check that you signed and dated the form.
- Keep a copy for yourself.
- Send it in right away as instructed by HHS.
- Don't send pictures of the form (like JPEG files).

Need Help?

If you have questions, contact your HHS worker or local office.