The Arc Whatcom County

Serving people with intellectual and developmental disabilities, their families, and caregivers

Paperwork Education Session for Developmental Disabilities
11am - 1pm, 2nd & 4th Wednesday of every month

What can you learn at our Paperwork Education Session?

- Developmental Disabilities Administration (DDA)
  - Learning about DDA services
  - What the DDA application for intake and eligibility entails
  - How to prepare for your yearly assessment

- Social Security Administration (SSA)
  - How to set up your online account
  - The steps to applying for Supplemental Security Income (SSI), and how to prepare your documentation

- Guardianship
  - Understanding how to start to the process to petition the court
  - Preparing for annual reporting
  - Tips to stay organized throughout the process

What to Expect:

- We specifically serve people with intellectual and developmental disabilities, their families, and caregivers
- No RSVP required - we will help you as staff are available
- Use our printer, scanner, and paper shredder is free of charge
- There may not be enough time to complete your paperwork, but this is a good opportunity to figure out where and how to start
- We cannot guarantee privacy. If you need private one-on-one support, please reach out to set up an appointment at a different time

Information shared is designed as a sample for educational purposes only. It is provided with the understanding that The Arc of Whatcom County are not engaged in providing professional services. Although we can assist you with many of your needs and questions, staff cannot provide financial or legal advice, or call agencies on your behalf



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If our office is closed due to a Holiday or Inclement weather, the event will be cancelled.

Our goal for each Paperwork Education Session is to work with you – not for you! We believe in you! Our support is most effective when you can act based on what you have learned. We believe working together is key to getting the best results for your family. It can be a challenge, and we are here to support you.

Q: Who can you help at The Arc's Paperwork Education Session?
A: We specifically serve people with intellectual and developmental disabilities, their families, and caregivers.

Q: Will you fill out the forms for me?
A: No. Staff are unable to complete or submit documents on your behalf. This does not mean that you'll be left to figure this out on your own. What we can provide is guidance on what information to include in your paperwork or applications.

Q: What if I'm not sure what documents I need?
A: We can give you a list of what documentation each agency will need from you.

Q: Can you submit the paperwork on my behalf?
A: No, we cannot submit documentation but will give you accurate information on how you can do that. You are welcome to use our printer to make a copy of your paperwork,

Q: Is there certain things you cannot help with?
A: We can assist you with many of you needs and questions, there are a few things that we cannot do on behalf of our customers:

- Provide tax related advice or referrals
- Provide legal advice or referrals
- Calling agencies on your behalf

Q: Is there a fee for this?
A: Our Paperwork Education Session is free to attend.

Q: Is this a short term or ongoing support?
A: We intend for this to be short-term, peer support. We recommend having a list of goals or needs outlined and choosing 1 topic to work on, so that we can make the most efficient use of your time and help you get back to what matters most in your life!

Q: What happens if I have questions later on?
A: We are always available to meet again to discuss your paperwork. The timeliest way to connect with a staff member is by attending our Virtual Office Hours, each Thursday at 11am.