

**Washington County Central Point of Coordination
Legal Settlement Form**

Instructional Page

Legal Settlement: is obtained once a person continuously resides in an Iowa county for a period of one year (six months if blind) without receiving any mental health, mental retardation, developmental disability, and/or substance abuse services/treatments/hospitalizations. Legal settlement is determined for the purposes of funding of these services upon request for county assistance.

Please complete this form in its entirety to assist Washington County in determining legal settlement and eligibility for funding. If the form is not completed properly the funding for services could be delayed while the county office investigates legal settlement information.

Name: Complete the persons full name (Last, First, Middle or Middle initial)

Date Completed: Today's date

Birth date: Month, day, and year are necessary for processing information

Social Security Number: All correct and current numbers are necessary for proper identification

Address: Full mailing address is preferred however a minimum of information will need to contain city, state, and county.

Dates of Residency: Complete this information to the day if available however an idea of month and year is essential.

Services: List any vocational, residential, hospitalization, and/or outpatient services that have been received for MH/MR/DD/BI/SA while living at the address listed at that time.

Agency/Location of Service: Is of assistance to obtain records and/or dates of services

Dates of Service: List dates as possible, again an idea of month and year is essential

Legal Settlement Determined: If a full year of residency was determined without any MH/MR/DD/BI/SA services list the county of legal settlement. If unable to determine legal settlement at the address listed continue back to the previous address and complete the same information. Continue as far back as needed to find one year in an Iowa county or another state without any MH/MR/DD/BI/SA services being rendered. If the applicant has received services since the age of majority the legal settlement will fall upon the person's parents/guardians legal settlement. The same process is used to determine the parent's legal settlement.

Releases of Information: Please complete a Washington County Release of Information for all **current and past providers** (i.e. hospitals, Community Mental Health Centers, Vocational agencies, Residential agencies, etc.) involved in providing services to the applicant and for the agency where this application is being completed.