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Subject: UPDATED AT FORM AND SSA-DDS REFERRAL FORM

To:

WVBTT Direct Service Providers and Service Coordinators:

There have been a couple of form changes that you need to be aware of, the Assistive Technology Request form and the SSA-DDS Referral form.

The **Assistive Technology Request Form** has been renamed to the *Assistive Technology Assessment Form*. The name has been changed as this form is used for the assessment that direct service providers make to determine the type of AT that is necessary for a child and their family.

The **SSA-DDS Referral Form**, aka as the "Greensheet", has been updated to include the email address of our SSA contact as well as the BTT email address for form submission. We have come to realize that few folks are faxing information and have updated the form so that submitting information would be easier for those of you who have children who may qualify. *Remember that this form contains Personally Identifiable Information (PII) and MUST be sent encrypted to SSA-DDS and WVBTT.*

Both forms are located here: [OPERATIONAL FORMS](#)

WV Birth to Three State Staff