

## **SOUTH CAROLINA DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS (DDSN) PROCESS FOR APPEAL OF DDSN DECISIONS**

“**DDSN decisions**” are decisions made by DDSN or its network of providers regarding services that are solely state funded by DDSN (i.e., not funded by Medicaid) and those solely within its established authority. When an applicant disagrees with a decision that was made by or on behalf of DDSN, the applicant can appeal the decision to DDSN. Appeals of DDSN decisions that fall within DDSN’s purview to hear are those decisions related to eligibility for DDSN services and decisions about services that are solely state-funded by DDSN.

When an appeal is desired by an applicant, a signed and dated written appeal of the denial must be made within 30 calendar days of receipt of written notification of the decision/action. The appeal must state the reason(s) the denial was in error and include any additional supporting information. The appeal shall be made by letter or email to:

**South Carolina Department of Disabilities and Special Needs- Appeals**  
**400 Otarre Parkway**  
**Building E**  
**Cayce, SC 29033**  
[appeals@ddsn.sc.gov](mailto:appeals@ddsn.sc.gov)

Reasonable accommodations to assist with communication will be provided upon request.

Upon receipt of the appeal all information shall be reviewed by the State Director using the eligibility criteria as set forth in the Department's regulation addressing “Eligibility,” S.C. Reg. § 88-705-715. If the State Director determines new evaluation data is needed, no decision shall be made until this data is received. The applicant shall be notified a new evaluation is needed within 30 business days of receipt of the written appeal.

The State Director or a designee will issue a written decision within 30 calendar days of receipt of the written appeal. The written decision will be mailed to the individual, legal guardian or representative. In accordance with S.C. Code Ann. § 44-20-430 (2018), the decision of the State Director is final.