

**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 funded by DDSN (i.e., not funded by Medicaid) and those solely within its established authority. When an applicant or service recipient disagrees with a decision that was made by or on behalf of DDSN, the applicant or service recipient 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 funded by DDSN.

When an appeal is desired by an applicant or service recipient, a signed and dated written appeal of the decision must be made within 30 calendar days of the date of the decision. The appeal must state the reason(s) the decision was in error, and include any additional supporting information. The appeal shall be made in writing to:

**State Director  
South Carolina Department of Disabilities and Special Needs  
3440 Harden Street Extension  
Columbia, SC 29203  
[appeals@ddsn.sc.gov](mailto:appeals@ddsn.sc.gov)**

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

Upon receipt of an appeal of a DDSN eligibility decision by the State Director, all of the information on which the decision was based shall be reviewed. If, based on this review, the State Director determines new evaluation data is needed, no decision shall be made until the new evaluation data is received. The applicant shall be notified that the new evaluation is needed within 30 business days of receipt of the written appeal.

A written decision regarding eligibility shall be provided by mail to the applicant within 30 calendar days of receipt of the written appeal or receipt of the new evaluation data. In accordance with S.C. Code Ann. § 44-20 430, the decision of the State Director is final.

A written decision regarding services solely funded by DDSN shall be provided by mail to the service recipient within 30 calendar days of receipt of the written appeal.