



North Carolina
Department of Health and Human Services
Division of Medical Assistance
Recipient Services EIS

1985 Umstead Drive – 2512 Mail Service Center - Raleigh, N.C. 27699-2512
Courier Number 56-20-06

Michael F. Easley, Governor
Carmen Hooker Buell, Secretary

Paul R. Perruzzi, Director

May 21, 2001

**RE: Mailing Address for Disability
Determination Section**

Dear County Director of Social Services:

The Disability Determination Section of the Department of Health and Human Services reviews medical information and makes a determination of disability for individuals applying for both Medicaid and Social Security/SSI disability. DDS uses a central mailroom to distribute all material to the appropriate unit.

To expedite processing Medicaid disability applications, it is helpful for county departments of social services to mark envelopes mailed to DDS "Medicaid Unit" or "MAO." This assists the mailroom to more quickly route the material. Counties who recently began using this notation have found their applications are generally processed more quickly.

October 2000 revisions to the Adult Medicaid Manual, MA-2525 Disability, included updates to DDS's mailing address because many state agencies now use a central Mail Service Center. DDS also continues to receive mail at a post office box. In addition to the Mail Service Center address found in the Medicaid manual, counties may use the following address. Do not use both addresses on the same envelope. If you use this address, please write "Medicaid Unit" or "MAO" in a prominent place on the envelope.

Disability Determination Section
P. O. Box 243
Raleigh, NC 27602

If you have questions, please contact the Medicaid Eligibility Unit at 919-857-4019.

Paul R. Perruzzi
Director

PRP/jf