



**Department of Community and Human Services Developmental  
Disabilities and Early Childhood Supports Division**

## **S2W Exit and CSA Request Process**

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- Complete the S2W Exit and CSA Request Form, for students both working and not currently working.
  - Send the S2W Exit and CSA Request form to [S2WReports@KingCounty.gov](mailto:S2WReports@KingCounty.gov).
  - King County coordinates with DDA to start processing CSAs for all exiting students as forms are received, with students who are employed as top priority.
  - Submit requests ASAP, it may take DDA up to 90 days for some students.
  - S2W Placement and Training SDOPs are expected to be extended through September of the student's exit year where placement is anticipated, or follow instructions on the form where an earlier date is needed to best support the student.
  - Update requests as students are employed or circumstances change.
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If you have any questions please contact:  
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