The Division of Developmental Disabilities provides public funding for services and supports that assist New Jersey adults with intellectual and developmental disabilities age 21 and older to live as independently as possible. Services and supports are available in the community from independent providers, and in five state-run developmental centers.

Planning for Adult Life is a Division-funded initiative for New Jersey youth with intellectual and developmental disabilities age 16-21 and their families, to assist them in preparing for the transition to adulthood.

I want to:

• Apply for DDD Services
• Become a Provider of DDD Services
• Get the latest DDD News and Announcements
• Attend upcoming DDD Webinars or listen to archived DDD Webinars
• Subscribe to Division Update, DDD's e-News Bulletin for Stakeholders and Interested Members of the Community

Contact Us
Call toll free: 800.832.9173

Send an email message to the Division of Developmental Disabilities

New Jersey Department of Human Services' Division of Developmental Disabilities

Physical Address: 195 Gateway Center
5 Commerce Way, Suite 100
Hamilton, NJ 08691

Mailing address: PO Box 726
Trenton, NJ 08625-0726

Assistant Commissioner: Elizabeth M. Shea
Division Staff: 5,700+ (FT, PT, TES/Temporary Employment Services)
Division Budget: +$1.8 billion (state and federal funds)

Report Abuse of an Individual with an Intellectual or Developmental Disability

Employees and volunteers of the New Jersey Department of Human Services and any facility or program licensed, contracted or regulated by the Department are required to report allegations of abuse, neglect, or exploitation of any individual with an intellectual or developmental disability.
protocols for reporting must be followed.

Reports of abuse may also be made by any person having reasonable cause to believe that an individual with an intellectual or developmental disability has been a victim of abuse, neglect or exploitation.

To report abuse, please call **800.832.9173** or send an email message to the Division of Developmental Disabilities.

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**Services for Children Under 21 with Intellectual and Developmental Disabilities**

The Division of Developmental Disabilities *does not provide services for children under age 21*. To learn about services and supports available for New Jersey children from birth through age 21, please visit the following:

- NJ Department of Children and Families [Children's System of Care/PerformCare](http://www.state.nj.us/dcf/)//
- NJ Department of Education [Office of Special Education](http://www.state.nj.us/education/)//
- NJ Department of Health [Division of Family Health Services](http://www.state.nj.us/doh/)//

A [Central Registry of Offenders Against Individuals with Intellectual and Developmental Disabilities](http://www.state.nj.us/dhs/repoffoff/) was established in the Department of Human Services (DHS) through bi-partisan legislative support and a law signed by Governor Chris Christie on April 30, 2010. It became effective October 27, 2010 and exclusively applies to DHS' funded, licensed, contracted or regulated programs that provide services to people with developmental disabilities.
DDD’s Mission and Goals

The Division of Developmental Disabilities (DDD) assures the opportunity for individuals with developmental disabilities to receive quality services and supports, participate meaningfully in their communities and exercise their right to make choices.

This mission and DDD’s goals are founded within these Core Principles:

- Ensure health and safety while respecting the rights of individuals
- Promote and expand community-based supports and services to avoid institutional, segregated and out-of-state services
- Promote individual choice, natural relationships and equity in the provision of supports and services
- Ensure access to needed services from other New Jersey State and local agencies
- Support provider agencies in achieving core principles
- Ensure that services are high in quality and culturally competent
- Ensure financial accountability and compliance with all laws and ethical codes
- Ensure clear, consistent communication and responsiveness to stakeholders
- Promote collaboration and partnerships with individuals, families, providers and all other stakeholders

Print Version
Services and Supports

Division-funded services for adults with intellectual and developmental disabilities are not an entitlement and are dependent on resource availability.

The Division is in the process of transitioning from a contract-based model of provider reimbursement to a Medicaid-based, fee-for-service model. This model, already successfully utilized in a number of states, allows for increased flexibility, increased choice, and an expansion of services available. Please visit our Fee-for-Service Implementation web page to learn more about the new system and to view important updates and announcements.

The transition to a Medicaid-based, fee-for-service system is anticipated to occur July 1, 2015. Once the new system is fully implemented, adults seeking Division-funded services must be enrolled on one of two Medicaid waiver programs: the Supports Program or the Community Care Waiver (CCW). Enrollment on these waiver programs is based on assessed level of need, and the Division currently maintains a Waiting List for individuals requesting services through the Community Care Waiver.

The Comprehensive Medicaid Waiver

Comprehensive Waiver Application Overview

The Comprehensive Medicaid Waiver

Comprehensive Waiver Application Overview
Fee-for-Service Implementation

The New Jersey Division of Developmental Disabilities is shifting from a contract-based system of service reimbursement to a Medicaid-based, fee-for-service (FFS) reimbursement system.

Questions? Contact the Fee-for-Service Help Desk

To receive news and announcements directly in your Inbox, please subscribe to DDD’s e-news bulletin, Division Update. To subscribe, please send an email to DDD Communications with Division Update Subscribe in the subject line.

FFS Information / Resources
- 2016 Graduates Aging Out of the School System Timeline
- Request for Tier Assignment Form
- Fee-for-Service Individual Budgets: Quick Reference Guide
- Fee-for-Service Rate Schedule: Quick Reference Guide
- Supports Program Policies and Procedures Manual
- Community Care Waiver Service Definitions and Qualifications (Draft)

Support Coordination Tools / Forms
- Support Coordination Agency Selection Form
- List of Division-Approved Support Coordination Agencies
- Selecting a Support Coordination Agency: Guide for Families (The Boggs Center)
- Selecting a Support Coordination Agency: Guide for People with Disabilities (The Boggs Center)
- NJ Individualized Service Plan (ISP)
- NJ Person Centered Planning Tool (PCPT)

Links to FFS-Related Pages
- Provider Portal (Combined Application available here)
- Support Coordination
- Supports Program
- Community Care Waiver (CCW)
- Medicaid Eligibility and DDD
- Day Habilitation Certification for Providers
- NJ CAT Resource Page
- DDD Webinars (Upcoming and Archived)

Information for New / Prospective FFS Providers
The Division of Developmental Disabilities is actively recruiting providers who have the capacity to offer **high quality services in the community** to New Jersey adults (age 21 and older) with intellectual and developmental disabilities.

Please see our [New Provider Welcome Packet](http://www.nj.gov/humanservices/ddd/programs/ffs_implementation.html) and/or visit DDD’s [Provider Portal](http://www.nj.gov/humanservices/ddd/programs/ffs_implementation.html) page to begin the provider application process.

Please feel free to contact the [Fee-for-Service Help Desk](http://www.nj.gov/humanservices/ddd/programs/ffs_implementation.html) with questions or concerns.
2016 Graduates Aging Out of the School System:
Steps to Accessing Services/Supports from the Division of Developmental Disabilities (DDD)

This timeline applies to students who have exhausted their educational entitlement by turning 21 years of age within the 2015/2016 school year

DECEMBER 2015 – JANUARY 2016

Ensure you are eligible for DDD
- If you have not already been deemed eligible for DDD contact the Intake/Intensive Unit of your DDD Community Services Office. You can also start the application process through the DDD website at www.nj.gov/humanservices/ddd/services/apply/index.html.
- A list of DDD Community Services Offices is available at www.state.nj.us/humanservices/ddd/staff/cso/.

Ensure you are eligible for Medicaid
- Information on Medicaid eligibility as it relates to DDD is available on DDD’s Medicaid Eligibility page at www.nj.gov/humanservices/ddd/services/medicaideligibility.html.
- If you need assistance applying for Medicaid or have not been able to become eligible, complete the Medicaid Eligibility Troubleshooting Form (available on the Medicaid Eligibility page) and submit it to the DDD’s Medicaid Eligibility Help Desk at DDD.MediElighelpdesk@dhs.state.nj.us.
- Questions can be directed to the DDD Medicaid Eligibility Help Desk at DDD.MediElighelpdesk@dhs.state.nj.us.

Complete the NJ Comprehensive Assessment Tool (NJ CAT)
- The NJ CAT must be completed by all individuals who wish to receive DDD services. Contact the Intake/Intensive Unit of your DDD Community Services Office (www.nj.gov/humanservices/ddd/staff/cso/) to request access to complete the NJ CAT through a password-protected online survey or over the telephone.


Participate in activities offered through the Planning for Adult Life project
- Visit www.PlanningforAdultLife.org for details about training sessions, resource materials, webinars, student groups, and parent groups covering topics for students with intellectual and developmental disabilities between the ages of 16-21 and their families. Topics covered through this project include but are not limited to employment/post-secondary education, housing, self-direction, self-advocacy/awareness, legal/financial planning, health/behavioral health, building/maintaining community ties, and friendships.

Identify the student’s vision for work and life and what supports he/she may need through Person-Centered Planning
- To help get you started, you can use DDD’s Person-Centered Planning Tool (PCPT), available at www.nj.gov/humanservices/ddd/documents/person_centered_planning_tool.doc.

Research service providers
- A list of DDD approved Support Coordination Agencies is available on DDD’s Support Coordination page at www.nj.gov/humanservices/ddd/services/support_coordination.html.
• Information about service providers in your area can be obtained by attending provider fairs offered throughout the state and through DDD’s Planning for Adult Life project, your DDD Community Services Office, and/or through your Support Coordination Agency. Look for DDD’s Provider Database Coming Soon!

FEBRUARY/MARCH 2016

Complete and submit the Support Coordination Agency Selection Form
- This form is provided through the Interim/Intensive Unit of the DDD Community Services Office or is available on the Support Coordination page: www.nj.gov/humanservices/ddd/services/support_coordination.html.
- DDD will process these forms to confirm (1) DDD eligibility, (2) Medicaid eligibility, and (3) completion of the NJ CAT, but the Support Coordination Agency will not be assigned until April 2016.
- A list of currently approved Support Coordination Agencies is available on the Support Coordination page.

APRIL 2016

DDD assigns the Support Coordination Agency
- DDD will assign a Support Coordination Agency (SCA) based on the individual’s/family’s indicated preference. You can also indicate on the form that you do not have a preference, and an SCA will be auto-assigned for you.
- Once assigned, Support Coordination Agencies can receive DDD funding to attend exit IEP and/or transition related meetings at the school and to begin developing the Individualized Service Plan (ISP).

APRIL – JUNE 2016

Develop DDD’s Individualized Service Plan (ISP)
- The Support Coordinator is responsible for writing the ISP with guidance from the planning team (individual, support coordinator, family, providers, etc.) through the Person-Centered Planning process and information gathered from the NJ CAT.
- The ISP should be completed and approved prior to exiting the school system in order for services/supports to be available upon graduation.

Preparation CHECKLIST* for Students and Their Families

*Detailed information about how and when to complete these steps is provided in the timeline above.

☐ Confirm Medicaid Eligibility
☐ Confirm DDD Eligibility
☐ Complete NJ Comprehensive Assessment Tool (NJ CAT)
☐ Research Support Coordination Agencies and Service Providers
☐ Complete & Submit the Support Coordination Agency Selection Form
☐ Receive Support Coordination Agency Assignment
☐ Begin Planning Process with Support Coordinator, Complete/Approve ISP
☐ Access DDD Services upon Graduation
Supports Program

The Division of Developmental Disabilities' Supports Program funds services and supports for New Jersey adults with intellectual and developmental disabilities who live in a non-licensed setting. The Supports Program is part of the Division's system-wide reform efforts.

Questions? Contact the Supports Program Help Desk

- Live Supports Program Q&A Sessions Available
- Supports Program Policies and Procedures
- Supports Program Eligibility / Enrollment
- Supports Program Services
- Becoming A Provider of Supports Program Services

Live Supports Program Q&A Sessions Available

The Live Supports Program Q&A Sessions provide an opportunity for individuals, families, support coordination agencies, and providers to ask questions, share issues, and get the latest news related to the Division of Developmental Disabilities Supports Program. All sessions are conducted by Jennifer Joyce, Director, Supports Program and Employment Services.

From 3:00 PM - 4:00 PM on the following dates:

- Friday, March 11, 2016
- Thursday, March 17, 2016
- Thursday, March 24, 2016

REGISTER NOW for Live Supports Program Q&A Sessions

Supports Program Policies and Procedures

The Supports Program Policies and Procedures Manual is the definitive source for all information related to the Supports Program. Below are some of the more frequently used forms and documents contained in the policy manual.

Service Planning Tools

- NJ Person-Centered Planning Tool (PCPT)
- NJ Individualized Service Plan (ISP)

Service Delivery Documentation

Quick Guide to Service Delivery Documentation

- Community Based / Individual Supports Log
- Community Inclusion Activities Log
- Community Inclusion Individualized Goals Log
- Community Inclusion Quarterly Update
- Day Habilitation Activities Log
- Day Habilitation Individualized Goals Log
- Day Habilitation Quarterly Update
- Natural Supports Training Log
- Prevocational Training Activities Log
- Prevocational Training Individualized Goals Log
Supports Program Eligibility / Enrollment

To access services through DDD's Supports Program, an individual must:

- Be 21 years of age or older
- Be determined to be eligible for DDD services (DDD Intake Application + NJ CAT Assessment)
- Be determined to be Medicaid eligible
- Not be enrolled on any other Medicaid waiver (such as DDD's Community Care Waiver)
- Select or be auto-assigned to a Support Coordination Agency
- Sign the Supports Program Participant Enrollment Agreement
- With the Support Coordinator, complete the Person-Centered Planning Tool (PCPT)
- With the Support Coordinator, complete the Individualized Service Plan (ISP)

Supports Program Services

The services and supports available through enrollment in the Division's Supports Program fall into one of the following categories:

- Employment/Day Services
- Individual/Family Supports
- Supported Employment

For the complete list of Supports Program service definitions, limitations and qualifications, please see section 17 of the Supports Program Policies and Procedures Manual.

Becoming A Provider of Supports Program Services

The Division of Developmental Disabilities is actively recruiting providers who have the capacity to offer high quality services in the community for New Jersey adults (age 21+) with intellectual and developmental disabilities.

Please see our New Provider Welcome Packet or visit the Division's Provider Portal page to begin the application process.
Community Care Waiver (CCW)

The Community Care Waiver (CCW) is a program for individuals with developmental disabilities that pays for the services and supports they need in order to live in the community. Administered by the Division, the CCW is funded by the state, with assistance from the federal government's Medicaid program.

The Community Care Waiver is a critical component of the Division's ability to provide services in the community to individuals with developmental disabilities. Without the CCW, New Jersey could only use Medicaid funding to help provide services to these individuals if they resided in an institution. The federal government allowed states to create waivers, including the CCW, as a way to help individuals with specific needs avoid institutionalization and return to or remain in the community.

CCW Eligibility

In order to enroll on the CCW, individuals must be eligible for Division-funded services; must meet the specified level of care for Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF-ID) and also must meet specific Medicaid requirements regarding income and resources. The Division of Developmental Disabilities works with individuals to help establish whether or not they meet these Medicaid requirements.

CCW 2013 Renewal and Amendments

The Division of Developmental Disabilities is in the process of renewing the Community Care Waiver (CCW), which was due to expire on September 30, 2013. It was submitted to the Centers for Medicare and Medicaid Services (CMS) in July 2013, and the Division is continuing to work with CMS on its renewal.

The Division is also working on amendments to the CCW, so please continue to check this page for information and materials.

07.11.2013 CCW Renewal Webinar with Dawn Apgar, Deputy Commissioner

07.11.2013 CCW Renewal Slide Presentation

08.21.2013 CCW Renewal Frequently Asked Questions

08.21.2013 (Draft) Community Care Waiver Service Definitions and Qualifications

CCW Renewal 2008-2013

Renewal CMS 2008 – 2013 Community Care Waiver - Approved
Where to Apply for Services

Eligibility for Services

Eligibility for Division-funded Services

In order to receive services funded through the New Jersey Division of Developmental Disabilities, an individual must:

- be 21 years of age or older;
- be a legal resident of the United States and a legal resident of New Jersey;
- be Medicaid eligible and maintain Medicaid eligibility; and
- submit the DDD Eligibility Application and be determined to meet the functional criteria for DDD eligibility (see Division Circular #3 or NJSA 30:6D-25(b) and NJAC 10:46).

In general, to receive Division-funded services, individuals must document that they have a chronic physical and/or mental impairment* that:

- manifests in the developmental years, before age 22;
- is lifelong; and
- substantially limits them in at least three of these life activities: self-care; learning; mobility; communication; self-direction; economic self-sufficiency; the ability to live independently

*Some conditions that might be considered a developmental disability include an intellectual disability, cerebral palsy, epilepsy, spina bifida, autism, or a neurological impairment.

Application Process

You can begin the application process by completing the DDD Intake Application*, which is available in both English and Spanish:

DDD Intake Application - English
DDD Intake Application - Spanish

Completed forms should be mailed to the Community Services Office that serves the county in which you live. Please address the envelope to Division of Developmental Disabilities Intake.

*A family member or other interested person can assist an individual in completing an application for DDD eligibility, but cannot apply on the individual's behalf.

A parent or legal guardian of a minor or the legal guardian of an adjudicated incapacitated adult may apply for services on the individual's behalf (see Division Circular #3).

Community Services Offices

If you have questions about whether or not you meet the criteria to be eligible for Division of Developmental Disabilities' services, you can contact the Community Services Office that serves the county in which you live.

Division intake staff will discuss your situation and guide you through the application process.
Health Insurance Portability and Accountability Act (HIPAA)

If you have questions or a complaint about your privacy rights related to the Health Insurance Portability and Accountability Act (HIPAA), you can contact a HIPAA Privacy Officer.

There may be additional HIPAA forms which you have to submit. Once you speak with an Intake Worker any additional forms will be included in the packet forwarded to you.
Day Services

There are many ways an individual can participate in day services, including:

- Employment
- Day Program
- Self-Directed Day Services
- A combination of any of the above

The New Jersey Division of Developmental Disabilities counsels individuals who are interested in employment to first approach the New Jersey Division of Vocational Rehabilitation Services (DVRS). (Individuals currently enrolled in a day program may also take advantage of this opportunity at any time.) DVRS is a valuable resource for people with developmental disabilities because:

- DVRS is federally mandated to assist individuals with disabilities who are seeking employment.
- If DVRS believes it can help an individual, it will provide a range of services, including a job coach. The goal is to support individuals in competing for, securing and maintaining employment in the regular job market.

DVRS will do an assessment to determine if an individual is eligible for DVRS services.
Residential Services

Some residential options that may be offered to an individual include:

- **Group homes** – in which individuals share a home with no more than three other residents and receives services from staff that is on-site 24-hours a day.

- **Supervised apartments** – in which an individual lives alone or with a roommate in an apartment that is leased or owned by a provider agency, which also employs staff that is available to serve the individual 24-hours a day.

- **Supportive Housing** – in which an individual leases his or her own apartment and receives services on an as-needed basis either in person or through phone contact up to a total of 24 hours a day, seven days a week.

- **Community Care Home** – in which an individual lives as part of the family of a caretaker and receives assistance from that person and/or from an agency on a routine basis.

At the time the need for a residential placement becomes necessary, a case manager can explore other possible options with the individual as well.

**Contribution To Care**

Individuals who move into a residential placement provided by DDD should be aware that they will be required to help contribute to the cost of their care. This legal obligation, referred to as the “contribution to care,” is outlined in NJAC 10:46D and can be found in the Division Circular 3A. This contribution helps the State cover the cost of shelter, food and other maintenance items.

This legal responsibility is shared by the family of individuals under the age of 18. Once individuals turn 18, only they are responsible.

An individual’s contribution to care begins to be assessed on the 31st day after he or she enters a residential placement.

- The contribution for a child under 18 will be based on the family’s financial situation and any unearned income the child receives.
- The contribution for individuals 18 and older will be based on his or her wages and/or unearned income.
- In all cases, a lien will be filed against the real and personal property of the individual who is entering a residential placement.

Individuals and families may request an adjustment in their assessed Contributed to Care if they are able to show that their situation fits one or more of the eight (8) special circumstances. These are outlined in DDD’s Division Circular 3A “Contributions to Care and Maintenance Requirements.” To request consideration for a special circumstance or circumstances, individuals and/or families should complete the DDD Special Circumstances Form and return it to the address shown on the form.

Individuals with questions about contribution to care should contact their case manager or the fiscal officer in the DDD Community Services regional office that serves the county in which they live.

[Fact Sheet about Contribution to Care for adults](http://www.nj.gov/humanservices/ddd/services/residential/)

http://www.nj.gov/humanservices/ddd/services/residential/
Self-Directed Services

A growing number of individuals who live and receive services in the community are choosing to self-direct their services. The purpose of self-direction is to expand individual choice and control over the services and supports that people need to live in the community.

Self-directed services are based on the principle of *person-centered planning*. Person-centered planning focuses on building a life plan around an individual’s preferences, strengths and abilities. It involves the individual, his/her family and friends, and professionals in both the planning and delivery of services, as desired by the individual.

Individuals who are eligible for Self Direction will:

- Have the responsibility of managing their services and supports
- Be assessed and assigned a budget based on their individual needs
- Be assigned a Support Coordinator to assist them
- Identify the members of their planning team
- Develop their own Individualized Service Plan (ISP)
- Work with a Fiscal Intermediary to manage their budget
- Hire/fire and supervise their support staff
- Choose services and supports that are individualized to their needs
Family Support Services

Family Support services are intended to help support uncompensated caregivers for individuals who are eligible for Division-funded services and living in their own homes.

Under the direction of the New Jersey Developmental Disabilities Council, Regional Family Support Planning Councils assist the Division in the allocation of funding for these services by making recommendations based on input from families.

- Family Support requests are evaluated based on an individual’s need, the services and supports already available and/or being used, and the availability of Division resources.
- Family Support is not an entitlement and cannot be guaranteed.
- Budget allocations dictate the availability of services.
- Families are expected to exhaust any other services to which they are entitled before receiving assistance through Family Support.

The following services generally are offered in all regions of the state, though individual regions may have different options. More information related to Family Support may be found by referencing the Family Support Act of 1993.

Respite

- Summer Camp Funding Assistance
- Assistive Technology Devices
- Home and Vehicle Modifications

Respite

Respite provides family caregivers with a short period of rest or relief by arranging alternate care-giving for the family member with a developmental disability. Respite also can be provided when the family caregiver is temporarily absent or disabled for any reason, such as for a short period of hospitalization.

Respite is typically provided by an agency that contracts with the Division to provide this service, such as a home health agency.

Out-of-Home Respite includes:

- After-school activities for children and after-program activities for adults
- Weekend recreational activities
- A short-term placement in a licensed setting

Summer Camp Funding Assistance

Some funding assistance may be available through Family Support for individuals who attend summer camp. The type and amount varies by region across the state. Before requesting funding for camp, a family should always submit a request an extension of thier child’s school year from the NJ Department of Education.

Please see the Division's updated 2016 Camp Funding Assistance Fact Sheet. Please note:

- The deadline to apply for camp funding assistance for 2016 is Monday, May 2, 2016
- There is additional information included in the 2016 Camp Funding Assistance Fact Sheet that is specific to individuals who are enrolled in the Supports Program

Assistive Technology Devices

Assistive Technology Devices are used to increase, maintain or improve an individual’s functional capabilities. They include materials and services meant to improve quality of life by:
- Assisting with learning
- Making the environment more accessible
- Allowing the individual to compete in the workplace (excluding items covered by vocational rehabilitation services)
- Enhancing independence

Unless an Assistive Technology Device is available from only one vendor, families seeking them must obtain three competitive bids. In addition:

- The device must be prescribed by a physician or therapist
- The individual must have received a denial from his or her insurance carrier, including Medicaid
- Individuals may receive no more than $11,000 for Assistive Technology Devices over a three-year period

Home and Vehicle Modifications

Home and Vehicle Modifications are removable, structural modifications such as ramps, grab-bars, etc.

- Individuals may receive no more than $11,000 for home and vehicle modifications over a three-year period
- Modifications must be removable, such as ramps, grab-bars, etc., although an exception may be granted in cases where a modification affects an individual's mobility, such as a roll-in shower or a garage conversion
Employment Services and Supports

In April, 2012, recognizing the opportunity to increase the number of individuals with intellectual and developmental disabilities in the general workforce, Governor Chris Christie declared New Jersey an Employment First state.

The Employment First initiative
- presumes that people with disabilities can and should work.
- creates an expectation that people with disabilities, like everyone else, will have to "opt out" of employment rather than "opt in".
- provides a fundamental change in philosophy, policy and resources related to employment of people with disabilities.

The New Jersey Division of Developmental Disabilities has embraced Employment First and made employment in the general workforce a priority through a number of activities, supports and policies.

New Jersey's System of Employment Services and Supports

- One-Stop Career Centers
  (NJ Department of Labor and Workforce Development)
- Division of Vocational Rehabilitation Services (DVRS)
  (NJ Department of Labor and Workforce Development)
- Commission for the Blind and Visually Impaired (CBVI)
  (NJ Department of Human Services)
- Division of Developmental Disabilities (DDD)
  (NJ Department of Human Services)

Current Employment Services

Supported Employment

Expansion of Employment Services in Fee for Service System

The New Jersey Division of Developmental Disabilities is in the process of transitioning from a contract-based model of provider reimbursement to a Medicaid-based, fee-for-service model (see Fee for Service Implementation).

The system-wide shift to Fee for Service (FFS) is expected to take place in July, 2015. Once the new system is in place, adults seeking Division-funded services, including employment services, must be enrolled on one of two Medicaid waiver programs: the Supports Program or the Community Care Waiver (CCW).

This shift will enable the expansion of employment services to include Supported Employment (individual and group), Career Planning, and Prevocational Training. To learn more about the services that will be available, please review the Supports Program Service Definitions and Qualifications and the Draft Community Care Waiver Service Definitions and Qualifications.
To access services in the Fee for Service system, including employment services, all participants must maintain Medicaid eligibility.

**Employment Services Policy Manual**

The Standards for Supported Employment Services Manual, 2007 establishes standards for the provision of supported employment services to people with developmental disabilities (replacing the July, 2002 Supported Employment and Day Program Manual). In addition to the provisions outlined in the 2007 Manual, Division-contracted Supported Employment Service Providers will follow the provisions set forth in the Division of Vocational Rehabilitation Services Administrative Code 12:51-8.

**Glossary of Terms**

**Supported Employment Vendors**

**Appendices**

A (1) - Memorandum of Understanding (MOU) [DVRS, DDD & CBVI]
A (2) - Interagency Wage & Hour Division
A (3) - DDD Personal Rights Document
A (4) - Continuous Quality Improvement System Description Template
A (5) - Individual Habilitation Plan (IHP)
A (6) - Supported Employment Flow Chart

**Forms**

F (1) - Intervention Plan & Service Log
F (2) - Supported Employment Monthly Report
F (3) - DVRS/CBVI Determination Form
F (4) - Orientation Checklist
F (5) - Monthly Individual Attendance & Service Hour Report
F (6) - Non-Referral to DVRS or CBVI Form
Guardianship

At 18 all individuals, including those with developmental disabilities, reach the legal age of majority. This means that parents can no longer make decisions legally on behalf of an adult child, regardless of the nature of the individual's disability and regardless of whether or not the individual still lives with the family.

Some families may want to consider guardianship as an option for their family member. A guardian is defined as "a person or agency appointed by a court to act on behalf of an individual".

Establishing guardianship is a legal process, and many families turn to the Bureau of Guardianship Services at the Department of Human Services for help with the process. Guardianship, however, can be established without the Bureau's involvement.

In all cases, guardianship should be viewed as a solution of last resort, because it removes an individual's fundamental right of self-determination. Before you apply there are alternatives to guardianship that may be appropriate for your family member.

Before Applying for Guardianship:

As parents consider whether or not to begin an application for guardianship, they should be aware of the following:

- Attendance at school IEP meetings is not dependent on a guardianship relationship. A parent can still be involved in educational planning unless the individual expressly indicates otherwise.
- Parents can still remain involved in medical issues, and might be asked to give consent as next-of-kin in an emergency.
- All applications for guardianship require an up-to-date assessment from either a psychologist or a psychiatrist licensed in the State of New Jersey, or from a licensed medical doctor.
- A guardian can be a family member, another interested person, or an agency such as the Bureau of Guardianship Services. A co-guardian can also be named. Co-guardians:
  - are more than one person appointed as guardian and each have equal decision-making authority
  - must be involved together in all decisions or consents needed for the individual
  - the Bureau does not act as co-guardian.
- Once a guardian or co-guardians have been appointed by the Superior Court, only the court can modify or change the guardianship order.

General or Limited Guardianship

Guardianship of the person can take one of two forms:

- **General Guardianship**
  - sometimes referred to as 'plenary' guardianship
  - appropriate for people who have been found incapable of making or expressing any decisions
Limited Guardianship

- covers decision-making around residential, educational, medical, legal, vocational, and financial issues
- Appropriate for people who have been found capable of making and expressing some, but not all, decisions

Family Options Regarding Guardianship

Families in New Jersey should be aware that they have the following options in regards to guardianship.

1. An individual can appoint a Power of Attorney (POA) to make decisions on his or her behalf
   a. Individuals with a disability must be able to understand, on a basic level, that they are appointing someone to make decisions on their behalf
   b. An individual appointing a POA must be able to consent to it
   c. A POA can cover a person and/or property
   d. A POA can be revoked and/or changed at any time, based on changing needs
   e. A POA is significantly less costly than a guardianship
   f. It is best to work through an attorney to establish a POA

2. Families may pursue guardianship “Pro Se,” which means “petitioning without attorney”
   a. The person seeking guardianship represents himself or herself in court
      i. Eliminates the cost of hiring an attorney to file the petition
      ii. Remaining costs include court fees, guardianship assessments by a psychologist or physician, and the required court-appointed attorney to represent the individual
   b. This is a great choice for families who can complete the process on their own, especially if the individual is not already under DDD-funded services.
   c. Forms and instructions can be found at www.judiciary.state.nj.us.
      i. Click on “Represent myself in court”
      ii. Click on “How to file for guardianship of a developmentally disabled person”

   Please Note: These instructions include the information that two reports must be signed under oath attesting to the individual’s need for guardianship, and that one of those reports is submitted by a DDD official, typically the regional administrator. Please be aware that a DDD official is only able to sign such a report if he or she or DDD staff has first hand, personal knowledge of the individual. If this is not the case, then a second affidavit will be needed from a physician or NJ licensed psychologist.

3. Families can hire an attorney at their own cost to complete the entire process.
   a. A relative or other interested party may choose to pursue appointment as guardian privately, at his or her own expense
      i. This is the only option if guardianship is to be of person and property

4. Families can ask the Bureau of Guardianship Services to process a guardianship petition, but:
   a. There is currently a high volume of pending requests
   b. This process is for guardianship of the person only
   c. Families seeking guardianship of property should pursue hiring an attorney, as described above
Information and Advocacy

Alliance for the Betterment of Citizens with Disabilities (ABCD)

The Arc of New Jersey

Autism New Jersey

The Boggs Center on Developmental Disabilities

Community Living Education Project (CLEP)

The Family Resource Network

The Family Support Coalition of New Jersey

New Jersey Association of Community Providers (NJACP)

New Jersey Council on Developmental Disabilities (NJCCD)

State and Federal Resources

Aging and Disability Resource Connection of New Jersey (ADRC)

Central Registry of Offenders Against Individuals with I/DD (NJ Department of Human Services)

New Jersey Disability Resources Guide (NJ Division of Disability Resources)

Quality Links and Resources (NJ Office of Quality Management and Planning)

U.S. Centers for Medicare and Medicaid Services (CMS)

U.S. Social Security Administration (SSA)

Additional Resources

Special Olympics

R-word: Spread the Word to End the Word
Aged, Blind, and Disabled

People who are aged, blind and disabled may be eligible for one of the Medicaid programs described below:

1. New Jersey Care... Special Medicaid Program for the Aged, Blind, and Disabled

To qualify for this program, you must

- be 65 years of age or older, and/or
- be determined to be blind or disabled by either the Social Security Administration or by the Division of Medical Assistance and Health Services
- meet the general requirements for New Jersey Medicaid - resident of New Jersey and U.S. Citizen or qualified alien (most immigrants who arrived after August 22, 1996 are barred from these Medicaid programs for 5 years)
- be financially eligible (see chart below)

Consult the Aged, Blind, and Disabled Fact Sheet for more information.

In determining whether a person is financially eligible, the applicant will be considered with his or her spouse or parents. Click here to see what you may need in order to apply.

2. Medically Needy Section of Medicaid for the aged, blind or permanently disabled

This special program provides limited health coverage to aged, blind or disabled people who do not qualify for regular New Jersey Medicaid because their income or financial resources are too high. It includes a "spend down" provision that allows documented medical expense to be used to reduce monthly income to meet eligibility limits. To learn more, click here.

People who qualify for this Medically Needy section of New Jersey Medicaid are entitled to most Medicaid services. Exceptions include such things as inpatient hospital care, prescriptions, podiatry and chiropractic services. Long-term care services are covered. Click here to see what you may need in order to apply.

3. Long-term care for the aged, blind and permanently disabled

Applicants for these programs are considered on an individual basis and the eligibility process is complex. Once eligibility is established, full Medicaid coverage is provided. However, the individual’s income must be applied to offset the cost of the long term care. For purposes of this program, approved facilities include:

- acute care general hospitals
- nursing facilities
- facilities to assist the developmentally disabled (For more information about services for the developmentally disabled, click here)
- psychiatric hospitals for persons under 21 and 65 and over

Click here to see what you may need in order to apply.

4. Waiver programs for receiving services in the community

In certain circumstances, the types of services offered in long term care can be provided in the community by means of a waiver program. Such programs
allow clients to remain in the community settings, such as their own home or an assisted living facility, while receiving certain Medicaid services. To learn more about community resources for people under age 65 with disabilities, traumatic brain injury, or AIDS, click here.

For community waiver programs for those 65 and over, click here. For those already on SSI, contact the Office of Community Choice Options in the Department of Health and Senior Services.

Below is a general guideline on eligibility, although certain deductions may be taken from income to arrive at these amounts. Couples are evaluated on a case by case basis.

<table>
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<tr>
<th>Household Size</th>
<th>SSI eligible Medicaid Income*</th>
<th>Resources Income</th>
<th>Waiver and Long Term Care programs Resources Income</th>
<th>New Jersey Medicaid Aged, Blind, and Disabled Resources Income</th>
<th>Medically Needy Resources Income</th>
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<tr>
<td>1</td>
<td>$729.25</td>
<td>$2,000.</td>
<td>$2,094.</td>
<td>$931.</td>
<td>$367.**</td>
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<tr>
<td></td>
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<td>$4,000.</td>
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<td>2</td>
<td>$1,073.36</td>
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<td>$1,261.</td>
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<td></td>
<td></td>
<td></td>
<td>$6,000.</td>
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* Maximum monthly amount
** To arrive at this amount, the Medically Needy Program uses the Spend Down process to subtract certain medical bills and health insurance premiums from your income until it is equal to the monthly income limit you must reach.

Click here to see what you will need in order to apply. For a more detailed explanation of financial eligibility, click here.

5. NJ Workability

The NJ WorkAbility Program offers full New Jersey Medicaid health coverage to people with disabilities who are working, and whose earnings would otherwise make them ineligible for Medicaid. For income eligibility and more information, click here.

For more information about the programs mentioned above, or to apply, call your local County Welfare Agency/Board of Social Services.

You can also self-screen for possible eligibility through NJHelps.org

6. Medicare Savings Programs

In some cases, low-income Medicare recipients may also qualify for New Jersey Medicaid, which will provide them with assistance in paying their monthly Medicare premiums, co-pays and deductibles. For those meeting the income and resources specified above for the Aged, Blind, and Disabled, click here to learn more. For those whose income and/or resources are greater than the indicated amount, the Department of Health and Senior Services administers other Medicare Savings Programs. For information about the income eligibility requirements of this program, call 1-800-792-9745 or click here.

A complete list of programs for the aged and disabled is available from the Division of Aging and Community Services in the Department of Health.
# Division Circulars

Division Circulars are documents issued by the Assistant Commissioner which set policy for the various agencies within the Division of Developmental Disabilities.

To receive Division Circulars, special alerts (in reference to Division Circulars) and regulation updates via e-mail. Please e-mail your request to DDD-CO.LAPO@dhs.state.nj.us and provide the following information with your request:

- your name,
- affiliation (agency/family/advocate/individual with DD/etc) and,
- e-mail address.

(All Files Are In PDF Format)

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Determination of Eligibility

The Division of Developmental Disabilities (DDD) has recently amended its eligibility regulations to reflect the realignment of children’s services with the Department of Children and Families (DCF) and to align services with Medicaid eligibility.

Some of the changes include:

- At age 21, all adult individuals who are deemed functionally eligible for DDD services and are Medicaid eligible will be able to access direct services provided by DDD.
  
  - When a child reaches the age of 16, DDD will begin providing transitional planning assistance and at the age of 18, an individual can go through the intake process at DDD to be determined functionally eligible for adult DDD services. All direct services (residential, in-home, behavioral, family support, etc.) will continue to be provided by DCF until age 21.
  
  - All children younger than 16, who have previously been determined eligible by DDD, as well as all children who are new to the system will have to go through the eligibility process at DDD sometime between the ages of 18-21 in order to be eligible to receive services from DDD when they turn 21.

- In order to receive Division services, individuals are responsible to apply, become eligible for, and maintain Medicaid eligibility.

- Individuals must establish that New Jersey is his or her primary residence at the time of application. When an individual is receiving services out-of-State the individual must be willing to return to New Jersey within six months.

- The Division may, in its discretion reevaluate an individual’s eligibility at any time. Individuals who lose eligibility may reapply at any time if they obtain a new evaluation that supports that the eligibility criteria are met.

To read more about the Determination of Eligibility, please visit our website at:  http://www.state.nj.us/humanservices/ddd/news/publications/divisioncirculars.html