

Understanding the Division of Developmental Disabilities Determination of Eligibility Process

What is Division of Developmental Disabilities?

The Department of Human Services, Division of Developmental Disabilities (DDD) is the NJ state agency that can provide support and services to an individual that is 21 years of age or older with an intellectual or developmental disability (I/DD). In order to receive these services you must file an application with the Division. You can obtain an application by contacting (800) 832-9173 or download the application from DDD's website at <http://www.state.nj.us/humanservices/ddd/services/apply/index.html> (click "DDD Intake Application Package" under the "Application Process" header).

What is DDD looking for when making a determination of eligibility decision?

1. Does the individual have a **documented Intellectual/Developmental Disability (I/DD)**? The criteria is explained in Division Circular #3 (N.J.A.C. 10:46), State regulation, and must be demonstrated by the documentation that proves this criteria is met.
2. Does the individual **meet the Functional Criteria**? The results of the NJ Comprehensive Assessment Tool (NJ CAT) determines whether or not an individual meets this criteria.
3. Does the individual **meet the Medicaid Eligibility requirement**? The individual has to currently be insured by Medicaid to meet this criteria.

Initial Application

In order to file an application with DDD, you must be able to demonstrate that the individual you are applying for, has a documented Intellectual/Developmental Disability (I/DD). This is accomplished by providing DDD with all the support documents along with the application. Below is an example of what support documents are required. The Eligibility Documentation Checklist is included in the application. The Division *will not* review an application until all the documents are provided. Below is an example of what documents are required.

Documentation of an Intellectual/Developmental Disability (I/DD)

- Medical Documentation of a disability
- Psychological evaluation (with IQ score)
- Individual Education Plan (IEP)
- Social/Learning evaluation(s)

Legal documentation of age and citizenship

- Birth certificate
- Social security card or Green card

Note: If an individual is missing any documents or is housed in a correctional facility, then the family or support agency involved must apply for that document/record. There may be a charge for a birth certificate unless you can demonstrate indigency (lack of money). This process can delay an application from being submitted.

Functional Criteria

After a completed application is reviewed, the next step is determining if the individual meets the functional criteria. This is done through a questionnaire called The NJ Comprehensive Assessment Tool (NJ CAT).

The NJ CAT assesses a person's strengths and weaknesses. It identifies areas in which a person will need support and assistance. This includes: Bathing, Dressing, Feeding, Ambulation, Arranging Transportation, and Financial Management. *It is important to give a clear and accurate picture of the person with the disability.*

Note: The assessment is completed online. A letter with a link to the assessment will be mailed to the individual and is provided by the Rutgers University, *not DDD*. If the individual does not have computer access, the assessment can be done over the phone. If the individual is currently in a correctional facility, the social worker will have to make the DDD Intake worker aware of the individual's incarceration and assist with setting up a phone conference. This process takes at least several weeks to finalize.

Medicaid Eligibility

After a functional determination is known, the next step is determining if the individual meets the Medicaid eligibility criteria. In order to be Medicaid eligible an individual has to actively collect Social Security or apply directly for Medicaid through the County Board of Social Services. If an individual applies directly for Medicaid through the Board, there is no financial benefit.

Note: DDD established a Medicaid Help Desk on its website at <http://www.state.nj.us/humanservices/ddd/services/medicaideligibility.html> or contact them by e-mail at DDD.MediElighelpdesk@dhs.state.nj.us. If the individual is currently housed in a correctional facility, they are not Medicaid eligible. Once released, an individual can apply for Medicaid and/or Social Security.

Determination

Once DDD reviews the application and determination of eligibility criteria, the individual (or guardian) will receive a letter in the mail with their decision.

Any decision by the DDD that you do not believe is correct can be appealed. The letter will explain how to file an appeal or you can refer to Division Circular #37 (N.J.A.C 10:48).

Note: If an individual is currently housed in a correctional facility, an appeal can still be filed.

DDD's Regional Community Services Offices

Flanders Office: Morris, Sussex, Warren (973) 927-2600	Trenton Office: Hunterdon, Mercer, Middlesex (609) 292-1922
Paterson Office: Bergen, Hudson, Passaic (973) 977-4004	Mays Landing Office: Atlantic, Cape May, Salem, Cumberland (609) 476-5200
Newark Office: Essex (973) 693-5080	Voorhees Office: Burlington, Camden, Gloucester (856) 770-5900
Plainfield Office: Union, Somerset (908) 226-7800	Freehold Office: Ocean, Monmouth (732) 863-4500