

Understanding the Division of Developmental Disabilities Eligibility Process (21 years or older)

What is the Division of Developmental Disabilities?

The Division of Developmental Disabilities (DDD), within the Department of Human Services, is the New Jersey state agency that can provide supports and services to individuals 21 years of age or older with an intellectual or developmental disability (I/DD). In order to receive services an individual must file an application with the Division. You can obtain an application by contacting your regional DDD office (see reverse side) or by downloading 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)**?
 2. Does the individual **meet the Functional Criteria**?
 3. Does the individual **meet the Medicaid Eligibility requirement**?
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Initial Application

You must provide DDD with all requested documentation along with the application. Below are examples of the required documents. The full list of required documents can be found on DDD's website. DDD *will not* review an application until all documents are provided.

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

- ☐ Psychological evaluation (with IQ score)
- ☐ Individual Education Plan (IEP)

Legal documentation of age and citizenship

- ☐ Birth certificate
 - ☐ Social security card or Green card
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Functional Criteria

After a completed application is reviewed, the Division determines 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. *It is important to give a clear and accurate picture of the person with the disability.*

Note: The assessment is usually completed online. A letter with a link to the assessment will be mailed to the individual and is provided by the New Jersey Institute of Technology (NJIT), *not DDD*. If the individual does not have computer access, the assessment can be done over the phone. A representative from NJIT will contact the individual to complete the survey.



Medicaid Eligibility

An individual applying for DDD services must become Medicaid eligible*. The process to apply for Medicaid may take some time and should start as soon as possible. If an individual receives health insurance through a family member they can remain on that insurance, but must still become Medicaid eligible. There are several ways to become Medicaid eligible. The three most common ways are:

- The best way to have Medicaid is to apply for Supplemental Security Income (SSI) starting at 18. A person receives Medicaid if found eligible for SSI
- Apply for NJ Workability (<http://www.state.nj.us/humanservices/dds/projects/discoverability>)
- Apply through your local County Board of Social Services

**There is an exception to the Medicaid Eligibility requirement for a very small group of people. Visit <http://bit.ly/whatisadac> for further information.*

Note: DDD established a Medicaid Help Desk on its website at <http://www.state.nj.us/humanservices/ddd/services/medicaideligibility.html>. You can also contact them by e-mail at DDD.MediElighelpdesk@dhs.state.nj.us.

Determination

Once DDD reviews all materials the individual (or guardian) will receive a letter in the mail with DDD's decision.

Note: You can appeal any decision by DDD if you believe it to be incorrect. The determination letter you receive will explain how to file an appeal or you can refer to Division Circular #37 (<http://www.state.nj.us/humanservices/ddd/documents/ddd%20web%20current/CIRCULARS/DC37.pdf>).

DDD's Regional Community Services Offices

Flanders Office: Morris, Sussex, Warren
(973) 927-2600

Freehold Office: Ocean, Monmouth
(732) 863-4500

Paterson Office: Bergen, Hudson, Passaic
(973) 977-4004

Trenton Office: Hunterdon, Mercer, Middlesex
(609) 292-1922

Newark Office: Essex
(973) 693-5080

Mays Landing Office: Atlantic, Cape May, Cumberland, Salem
(609) 476-5200

Plainfield Office: Union, Somerset
(908) 226-7800

Voorhees Office: Burlington, Camden, Gloucester
(856) 770-5900