



# Understanding the Division of Developmental Disabilities Eligibility Process

## 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. Click [HERE](http://bit.ly/dddgobag) ([bit.ly/dddgobag](http://bit.ly/dddgobag)) to view our “Step by Step Process to DDD Eligibility Go Bag”

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

1. Does the individual have a **documented intellectual or developmental disability (I/DD)**?
2. Does the individual **meet the Functional Criteria?** ([bit.ly/dddeligibility](http://bit.ly/dddeligibility))
3. Does the individual **meet the Medicaid Eligibility requirement?**

## Initial Application

**You can obtain an application by contacting your regional DDD office (see reverse side) or by downloading the application from DDD’s website at [bit.ly/applyforddsservices](http://bit.ly/applyforddsservices).**

You must provide DDD with as many of the requested documents listed in the application packet along with the application, before DDD will review the application.

- ⇒ **To be evaluated for eligibility for DDD-funded services**, please complete the [FULL Application for Eligibility](http://bit.ly/fulldddeligibilityapp) ([bit.ly/fulldddeligibilityapp](http://bit.ly/fulldddeligibilityapp)).
- ⇒ **Individuals who are 18 or older and were previously determined eligible for developmental disability services through the NJ Children's System of Care** can complete the [SHORT Application for Eligibility](http://bit.ly/shortdddeligibilityapp) ([bit.ly/shortdddeligibilityapp](http://bit.ly/shortdddeligibilityapp)).

## Functional Criteria

After a completed application is reviewed, the Division determines if the individual meets the functional criteria ([bit.ly/dddeligibility](http://bit.ly/dddeligibility)). This is done through a questionnaire called the New Jersey Comprehensive Assessment Tool, also referred to as the NJ CAT ([bit.ly/dddnjcat](http://bit.ly/dddnjcat)).

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, but can be done over phone for those that need language assistance or do not have internet access. A letter with a link to the assessment will be mailed by the Developmental Disabilities Planning Institute (DDPI) of Rutgers University, not DDD. DDPI conducts the NJ CAT assessment on behalf of DDD.

For more information on the NJ CAT, download our fact sheet ([bit.ly/finjcatfactsheet](http://bit.ly/finjcatfactsheet)) and its companion checklist ([bit.ly/2019finjcatchecklist](http://bit.ly/2019finjcatchecklist)).

**\*Type all links exactly as seen including any capital and lowercase letter, or numbers.\***

## **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 also has private health insurance they can remain on that insurance, but must still become Medicaid eligible ([bit.ly/medicaidandprivatehealthinsurance](http://bit.ly/medicaidandprivatehealthinsurance)). There are several ways to become Medicaid eligible ([bit.ly/ssiandmedicaid](http://bit.ly/ssiandmedicaid)).

- ⇒ The best way to apply for Medicaid is to apply for Supplemental Security Income (SSI). A person can apply for SSI at an time beginning at 18 years old. A person will automatically receive Medicaid if they are found eligible for SSI ([bit.ly/understandingsssiandssdi2019](http://bit.ly/understandingsssiandssdi2019)).
- ⇒ Apply for NJ Workability ([bit.ly/ddsNJWorkAbility](http://bit.ly/ddsNJWorkAbility)).
- ⇒ Apply through your local County Board of Social Services ([bit.ly/countyboardsocialservicesnj](http://bit.ly/countyboardsocialservicesnj)).

\*There is an exception to the Medicaid Eligibility requirement for a very small group of people. Visit, [bit.ly/medicaidwhatisadac](http://bit.ly/medicaidwhatisadac) or [bit.ly/whatisanondac](http://bit.ly/whatisanondac) for further information.

Contact the help desk at [DDD.MediElighelpdesk@dhs.state.nj.us](mailto:DDD.MediElighelpdesk@dhs.state.nj.us) or call your DDD Regional Community Services Office (see below) for more information.

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## **Determination**

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

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 ([bit.ly/dddappealsprocess](http://bit.ly/dddappealsprocess)).

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## **DDD's Regional Community Services Offices**

<b>Morris - Sussex - Warren</b> <u>(973) 927-2600</u>	<b>Ocean - Monmouth</b> <u>(732) 863-4500</u>
<b>Bergen - Hudson - Passaic</b> (973) 977-4004	<b>Hunterdon - Mercer - Middlesex</b> (800) 832.9173
<b>Essex</b> (973) 693-5080	<b>Atlantic - Cape May - Cumberland - Salem</b> <u>(609) 476-5200</u>
<b>Union—Somerset</b> (908) 226-7800	<b>Burlington - Camden - Gloucester</b> <u>(856) 770-5900</u>

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