



Vehicle Modifications through the Division of Developmental Disabilities (DDD)

Vehicle Modifications are assessments, adaptations, or alterations to an automobile or van that is the participant's primary means of transportation in order to accommodate the special needs of the participant. Vehicle Modifications are necessary to enable the participant to integrate more fully into the community and to ensure the health, welfare and safety of the participant.

Examples of Vehicle Modifications	Need for Services	<u>Steps to Access Vehicle Modifications</u>
<ul style="list-style-type: none"> • Vehicle steering/brake controls • Vehicle lift • Vehicle ramp • Raising/lowering vehicle roof/floor <p>*Please note that examples are not all inclusive of everything that can be funded through this service.</p>	<p>The need for Vehicle Modifications will be identified through the NJ Comprehensive Assessment Tool (NJCAT) and the Person Centered Planning Process documented in the Person Centered Planning Tool (PCPT).</p> <p><u>Helpful Links</u></p> <p>NJCAT: https://bit.ly/NJCAT2</p> <p>PCPT: http://bit.ly/PCPTool</p>	<ul style="list-style-type: none"> • The Support Coordinator will assist the individual in identifying a business that offers this service and gather an estimate and supporting documentation. • The Support Coordinator will complete and submit the "Vehicle Modifications Request" form as well as upload the estimate/bid and any supporting documents to irecord and then notify DDD for review. • All estimates/bids must include the following: The requested item needed, including name, model number, and any other identifying specifications, unit cost and quantity, clear itemization of cost material, labor, and shipping, if applicable, Name and address of vendor on company letterhead, vendors federal ID number, vendor representative's name, phone number, and email address. • DDD will review the estimate/bid and supporting documents and provide a determination regarding the requested vehicle modifications. • Upon approval, the Support Coordinator will add needed Vehicle Modifications and follow the ISP approval process.

Service Limits

All Vehicle Modifications are subject to prior approval on an individual basis by DDD. The following are specifically excluded: 1. Adaptations or improvements to the vehicle that are of general use, and are not of direct medical or remedial benefit to the individual. 2. Purchase or lease of a vehicle 3. Regularly scheduled upkeep and maintenance of a vehicle except upkeep and maintenance of the modifications.



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Glossary

Support Coordinator (SC)

A professional who helps identify the supports an individual needs, helps the individual plan the life he/she wants, and connects the individual to services that will help him/her achieve a quality life in the community.

NJCAT

The New Jersey Comprehensive Assessment Tool is a standardized assessment used to determine eligibility for services and identify an individual's level of need for support in three main areas: self-care, behavioral health, and medical.

PCPT

The Person-Centered Planning Tool is a mandatory discovery tool used to guide the person-centered planning process and to assist in the development of an individual's Service Plan.

ISP

The Individualized Service Plan (ISP) utilizes information gathered through evaluations to identify the individual's needs; describes the needed services to be provided and outcomes to be attained; directs the provision of safe, secure, and dependable support and assistance; and establishes outcomes consistent with full social inclusion, independence, and personal/economic well-being.

