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 bit.ly/applyfordddservices.**

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**?
3. Does the individual **meet the Medicaid Eligibility requirement**?

Initial Application

You must provide DDD with all requested documentation listed in the application packet along with the application, before DDD will review the application. Below are some examples of required documents.

Documentation of an intellectual or developmental disability (I/DD)

- ❑ Psychological Evaluation
- ❑ Neurological Evaluations
- ❑ Individual Education Plan (IEP)

Legal documentation of age and citizenship

- ❑ Birth Certificate
- ❑ Social Security Card or Green Card

Functional Criteria

After a completed application is reviewed, the Division determines if the individual meets the functional criteria (bit.ly/dddeligibility). This is done through a questionnaire called the NJ Comprehensive Assessment Tool, also referred to as the NJ CAT (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. A letter with a link to the assessment will be mailed by the New Jersey Institute of Technology (NJIT), *not DDD*. If the individual does not have computer access, the assessment can be conducted over the phone.

****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 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 best way to have Medicaid is to apply for Supplemental Security Income (SSI) starting at 18. A person automatically receives Medicaid if found eligible for SSI (bit.ly/understandingssdiandssi).
- Apply for NJ Workability (bit.ly/ddsNJWorkAbility).
- Apply through your local County Board of Social Services (bit.ly/countysocialservices)

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

Note: DDD established a Medicaid Help Desk on its website (bit.ly/dddmedicaid). Contact the help desk at DDD.MediElighelpdesk@dhs.state.nj.us or call your DDD Regional Community Services Office (see below).

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 (bit.ly/dddappealsprocess).

DDD's Regional Community Services Offices

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

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

Newark Office: Essex
(973) 693-5080

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

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

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

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

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

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