



The Office of Education on Self-Directed Services, Waiting List & Special Projects

Patricia Brennan, MSW

Director

Kimberly Jessamine

Statewide Waiting List Coordinator

DDD Mission Statement

The Division of Developmental Disabilities (DDD) assures the opportunity for individuals with developmental disabilities to:

- Receive quality services and supports;
- Participate meaningfully in their communities, and
- Exercise their right to make choices.

Community Care Program (CCP) Waiting List



Community Care Program Waiting List

Enables people and families to notify the Division of potential need for CCP enrollment.

Allocates limited funding to people in NJ with similar needs and circumstances.

Access to CCP services is limited to the Division's funding allocation each fiscal year.

Does not guarantee CCP enrollment.

Eligibility and need for CCP enrollment determined when a person reaches the top of the waiting list.



CCP Waiting List Sources





Waiting List Category

General

Priority



General CCP Waiting List

General Waiting List

- This assignment is made when requested by the person/family/legal guardian or if the person does not meet the criteria for assignment to the Priority Waiting List.
- The person must be eligible for Division services to qualify.
- The General Waiting List helps the Division anticipate future needs.
- People on the General Waiting List do not have a rank number and do not receive annual letters.

Priority CCP Waiting List

Priority Waiting List

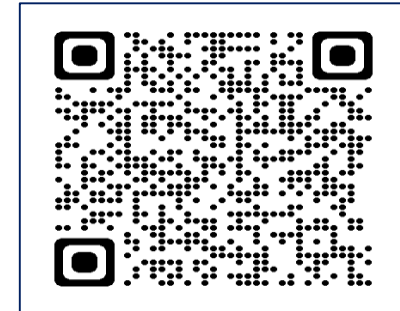
- May be requested by the person, family, guardian or supporter, at any time, for anyone over 18 who qualifies for Division services.
- Addition/approval is subject to specific eligibility criteria as outlined in [N.J.A.C. 10:46C](#)
- Addition to and subsequent selection for the Priority WL constitutes an opportunity to apply for CCP services, but does not guarantee eligibility for CCP.

Community Care Program Waiting List Application

Submitting the Request Form

- The Community Care Program Waiting List Request Form can be found here: <https://www.state.nj.us/humanservices/ddd/individuals/community/waitinglist/>
- Submit the required form, with copies of supporting documents to:
 - Support Coordinator can submit via iRecord
 - Can be submitted via Email: DDD.CCPWaitListRequests@dhs.nj.gov
 - Or by Mail:

NJ DDD Waiting List Coordinator
 NJDDD
 PO Box 726
 Trenton, NJ 08625-0726





Community Care Program (CCP) Waiting List Request

Used to request addition to the General or Priority Category of the Waiting List for CCP services.

Instructions and eligibility requirements listed at the end of this form should be carefully reviewed prior to completion and submission. Additional information can be found in [Division Circular #8 \(N.J.A.C. 10:46C\)](#).

Identifying Information	
Individual's Name: Click to enter text. DDD ID: Click to enter text.	Date of Birth: Click to enter text.
Support Coordination Agency Information (if applicable)	
SCA Name: Click to enter text.	
Support Coordinator Name: Click to enter text.	Phone Number / Email Address: Click to enter text.
SC Supervisor Name: Click to enter text.	Phone Number / Email Address: Click to enter text.
Waiting List Category Request (select one)	
This CCP Waiting List Request is for which category?	
<input type="checkbox"/> General <i>If General, skip to the Requestor Information and Signature sections at the end of form.</i> <input type="checkbox"/> Priority <i>If Priority, check one (1) Waiting List Criteria box below that best applies to the situation, obtain the required documentation and submit the documentation with the completed request form.</i>	
Priority CCP Waiting List Criteria (Select only one)	Required Documentation
<input type="checkbox"/> Both of the birth or adoptive parents are 55 years or older. If both parents are alive, but only one is the primary caregiver, the parent with sole custody is age 55.	<ul style="list-style-type: none"> Proof of parents' age. (For example: copy of driver's license or birth certificate.)
<input type="checkbox"/> The individual lives with a caregiver, who is not the birth or adoptive parent, provides care voluntarily and can no longer care for the individual.	<ul style="list-style-type: none"> Written description of the living situation and how the individual came to be under the caregiver's care.
<input type="checkbox"/> A parent under age 55 has a chronic, long-term physical or psychiatric and/or behavioral health condition(s), which significantly limits their ability to care for the individual.	<ul style="list-style-type: none"> Statement from a treating physician Written explanation of how the condition significantly limits the parent's ability to provide care.
<input type="checkbox"/> A parent is under age 55 and there is risk to the health or safety of the individual, parent or another person living in the home, due to the individual's behavior(s) , which cannot be effectively managed by the parent(s), even with generic or specialized supports.	<ul style="list-style-type: none"> A description of the behaviors that create risk to health and safety. A description of services and supports used in the home in the past six months.
<input type="checkbox"/> A parent is under age 55 and there is risk to the health and safety of the individual, parent or another person living in the home due to the individual's physical care needs (such as lifting or bathing) or medical needs , which cannot be	<ul style="list-style-type: none"> A description of the physical care or medical needs that cannot be effectively managed in the home.

	effectively managed by the parent(s), even with generic or specialized supports.	<ul style="list-style-type: none"> A description of services and supports used in the home in the past six months.
<input type="checkbox"/>	There is a single parent as the head of the household who requires a minimum of 40 hours of specialized or generic supports each month in order to keep a full time job.	<ul style="list-style-type: none"> A description of the current living situation, explaining the supports needed to allow a single parent to keep a full time job. A description of all services and supports used in the home in the past six months.
<input type="checkbox"/>	There is a single parent as the head of the household who is the primary caregiver to more than one person with a disability, and those persons have significant direct care needs (For example: feeding, bathing and/or toileting, etc.)	<ul style="list-style-type: none"> A description of the current living situation, explaining the care needs of the individuals with disabilities in the home.
<input type="checkbox"/>	The individual is residentially placed by the Local Educational Authority (LEA). Name of funding School District: Click to enter text.	Date of Placement: Click to enter text. Name/Address of Residential Program: Click to enter text.
<input type="checkbox"/>	The individual is residentially placed by the Department of Children & Families (DCF). Check one of the following: Children's System of Care (CSOC) <input type="checkbox"/> Child Protection & Permanency <input type="checkbox"/>	Date of Placement: Click to enter text. Name/Address of Residential Program: Click to enter text.

The following sections are required for General and Priority Requests:

Requestor Information	
Who is making this request? Choose an item.	
Name and address of the requestor: Click to enter text.	Relationship to the individual: Click to enter text. Requestor's phone number and email address: Click to enter text.
<i>If guardianship has been court appointed, include a copy of the guardianship judgement with submission and ensure a copy of judgement is uploaded in iRecord. If more than one guardian is named, each guardian's signature is required.</i>	
Signature of Requestor(s)	
Signature:	Date:
Signature:	Date:



Category

- Category selection needs to indicate which waiting list the request is for.

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Supporting Documentation

- If requesting Priority category, all required documentation is needed in order to process the request
- Please check only one box that best describes the need for the request



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Waiting List Letter

- Once addition to either category of the Waiting List is completed, a letter is sent via USPS and uploaded into iRecord with the category and an effective date which is determined by section 2.2 of [N.J.A.C. 10:46C](#)

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor



State of New Jersey
DEPARTMENT OF HUMAN SERVICES
Division of Developmental Disabilities
P.O. Box 726
Trenton, NJ 08625-0726

SARAH ADELMAN
Commissioner

JONATHAN S. SEIFRIED
Assistant Commissioner

Click or tap here to enter text.

Click or tap here to enter text.

Dear Click or tap here to enter text.:

The Division of Developmental Disabilities (DDD) received your request to add Click or tap here to enter text. to the Community Care Program (CCP) Waiting List. Based on a review of the information submitted:

Click or tap here to enter text. was added to the Click or tap here to enter text. category of the CCP

Waiting List

Effective Date: Click or tap here to enter text.

You may appeal this determination in writing to:

Assistant Commissioner Jonathan Seifried
Division of Developmental Disabilities
PO Box 726
Trenton, NJ 08625-0726

A request for appeal must follow the requirements of N.J.A.C. 10:48-1.6, found in [Division Circular 37](#) on the Division of Developmental Disabilities website.

Please Note: To receive DDD-funded services, a person must be enrolled in Medicaid. To be eligible for the Community Care Program, a person must be determined to meet the Intermediate Care Facilities for Individuals with Intellectual Disability (ICF/ID) level of care, as outlined in Section 5.1.2 of the [Community Care Program Policy Manual](#).

For more information, please visit [Community Care Program Waiting List](#).

If you should have any questions or concerns, please email the Community Care Program Waiting List helpdesk at: Ddd.Ccpwaitlistrequests@dhs.nj.gov



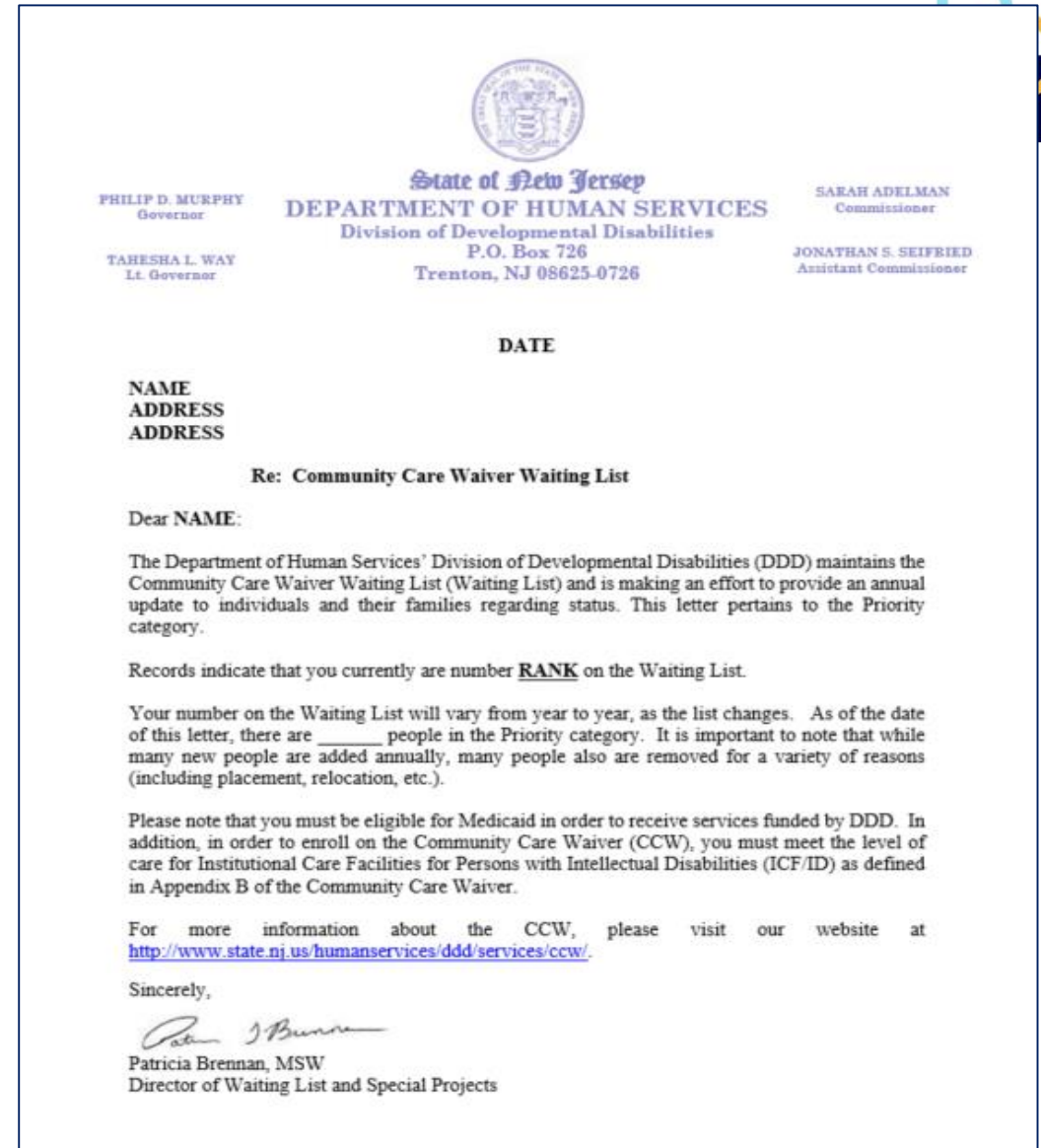
Priority CCP Waiting List Notification

- The Division annually provides people on the Priority Waiting List with their numerical place on the waiting list.
- In June, letters are uploaded to iRecord and sent via USPS mail to the mailing address listed in iRecord.
- The number of people reached on the priority waiting list each year varies as budget appropriations for the year are subject to change.



Annual Rank Letters

- Delivered 3 ways:
 - USPS Mail: June
(to the mailing address listed in iRecord)
 - Email: to person and guardian
 - Uploaded into iRecord
- Only people on the Priority Waiting List will receive a ranking letter



The image shows a sample of an Annual Rank Letter. At the top center is the State of New Jersey seal. Below it, the text reads: "State of New Jersey", "DEPARTMENT OF HUMAN SERVICES", "Division of Developmental Disabilities", "P.O. Box 726", "Trenton, NJ 08625-0726". To the left of this text are the names and titles of the Governor (Philip D. Murphy), Lt. Governor (Tahesha L. Way), Commissioner (Sarah Adelman), and Assistant Commissioner (Jonathan S. Seifried). The letter body starts with a line for "DATE", followed by lines for "NAME", "ADDRESS", and "ADDRESS". The subject line is "Re: Community Care Waiver Waiting List". The salutation is "Dear NAME:". The first paragraph states that the Department of Human Services' Division of Developmental Disabilities (DDD) maintains the Community Care Waiver Waiting List (Waiting List) and is making an effort to provide an annual update to individuals and their families regarding status. The second paragraph states that records indicate the individual is currently number RANK on the Waiting List. The third paragraph explains that the number on the Waiting List varies from year to year and that many new people are added annually, while others are removed for various reasons. The fourth paragraph notes that individuals must be eligible for Medicaid and meet the level of care for Institutional Care Facilities for Persons with Intellectual Disabilities (ICF/ID) to receive services funded by DDD. The fifth paragraph provides a website link for more information: <http://www.state.nj.us/humanservices/ddd/services/ccw/>. The letter concludes with "Sincerely," followed by a signature of Patricia Brennan, MSW, and her title: "Patricia Brennan, MSW, Director of Waiting List and Special Projects".



CCP Waiting List Requests Helpdesk

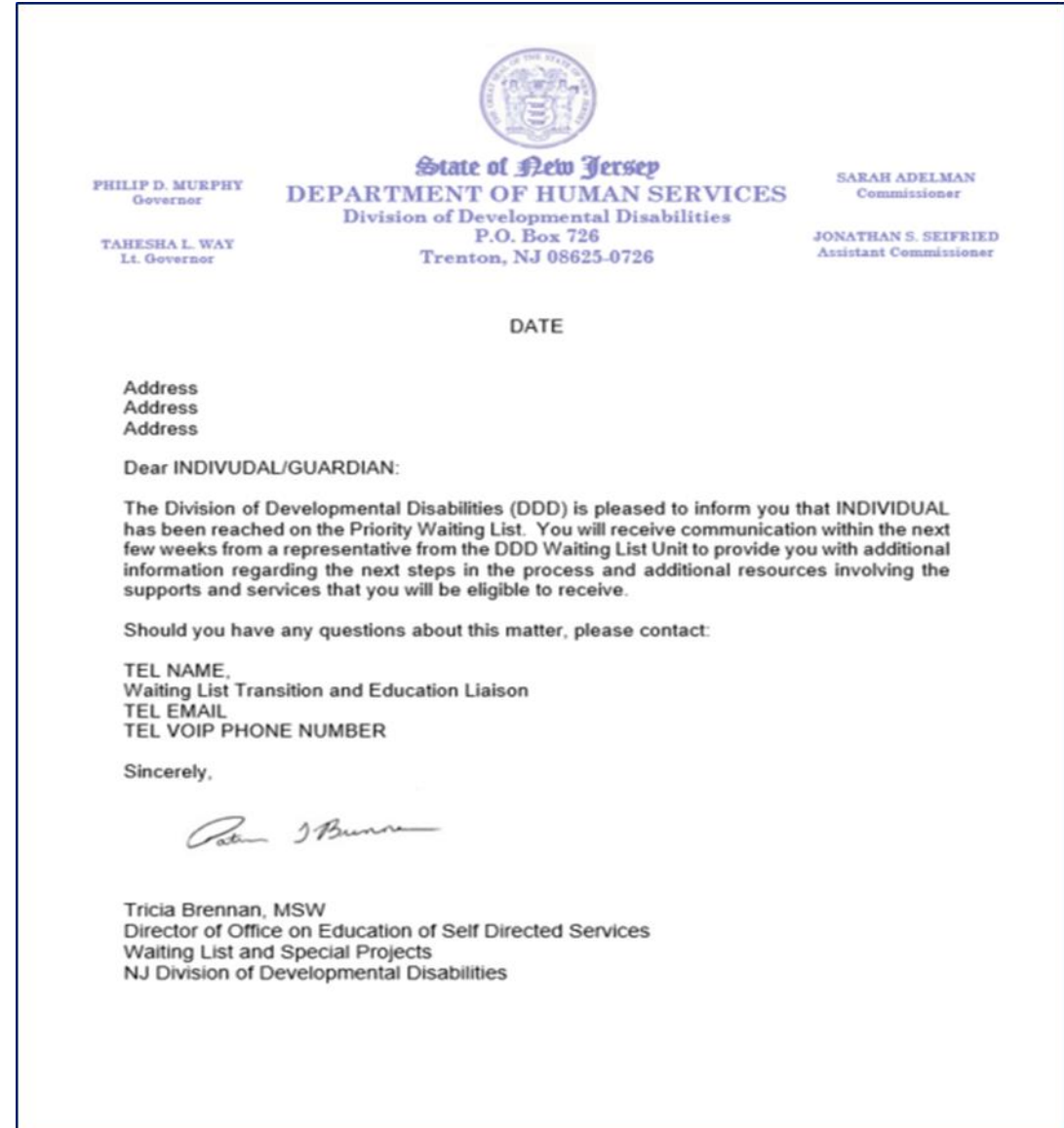
For general questions or to
request a person's status on the CCP Waiting List contact:
DDD.CCPWaitListRequests@dhs.nj.gov



Reached on the Community Care Program Priority Waiting List

Reached Letter

- Mailed to the person/guardian's mailing address that is listed in iRecord
- Uploaded into iRecord



The image shows a letter template from the State of New Jersey Department of Human Services, Division of Developmental Disabilities. At the top center is the State of New Jersey seal. To the left of the seal are the names and titles of the Governor (Philip D. Murphy), Lt. Governor (Tahesha L. Way), and Commissioner (Sarah Adelman). To the right of the seal are the names and titles of the Assistant Commissioner (Jonathan S. Seifried) and the Director of Office on Education of Self Directed Services (Tricia Brennan). The letter is addressed to an individual or guardian, with fields for Address, Date, and a Dear statement. The body of the letter informs the recipient that they have been reached on the Priority Waiting List and will receive communication within the next few weeks from a representative from the DDD Waiting List Unit. The letter concludes with contact information for the Director of Office on Education of Self Directed Services, Waiting List and Special Projects, NJ Division of Developmental Disabilities.

State of New Jersey
DEPARTMENT OF HUMAN SERVICES
Division of Developmental Disabilities
P.O. Box 726
Trenton, NJ 08625-0726

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

SARAH ADELMAN
Commissioner

JONATHAN S. SEIFRIED
Assistant Commissioner

DATE

Address
Address
Address

Dear INDIVIDUAL/GUARDIAN:

The Division of Developmental Disabilities (DDD) is pleased to inform you that INDIVIDUAL has been reached on the Priority Waiting List. You will receive communication within the next few weeks from a representative from the DDD Waiting List Unit to provide you with additional information regarding the next steps in the process and additional resources involving the supports and services that you will be eligible to receive.

Should you have any questions about this matter, please contact:

TEL NAME,
Waiting List Transition and Education Liaison
TEL EMAIL
TEL VOIP PHONE NUMBER

Sincerely,

Tricia Brennan

Tricia Brennan, MSW
Director of Office on Education of Self Directed Services
Waiting List and Special Projects
NJ Division of Developmental Disabilities



You Have Been Reached on the Priority Waiting List



- You will be assigned to a DDD **Transition and Education Liaison (TEL)** who will contact you via the phone number listed in iRecord, to discuss the next steps in the eligibility determination process.
- Your Support Coordinator will also be informed that you have reached the top of the Priority Waiting List so the can work with the TEL through the determination process.

Virtual Welcome Session

- In collaboration with CLEP Community Living Education Project
- Support Coordinators are invited- we ask that they attend along with the person they are assigned to that has been reached.

You're Invited!

You've been reached on the DDD Community Care Program Waiting List!

MEET YOUR HOSTS:
Division of Developmental Disabilities
Community Living Education Project
Sharing possibilities

Attend a Waiting List Family Networking Session for valuable tools and resources!

PLEASE JOIN US for an upcoming *Waiting List Family Networking Session* with representatives from the NJ Division of Developmental Disabilities and Rutgers Community Living Education Project (CLEP)!

At this invitation-only session, you will learn about important planning tools to help you explore new ways of connecting with your community and get to meet your Transition & Education Liaison (TEL) 'in person.'

You will also hear from a diverse group of families with lived experience who will highlight person-centered planning, using a budget, self-direction, and much more!

WEDNESDAY, OCTOBER 11
12:00PM - 1:45PM
Register by scanning this QR code with your smartphone camera or visit <https://go.rutgers.edu/CLEP10-11-23>

THURSDAY, OCTOBER 26
12:00 - 1:45PM
Register by scanning this QR code with your smartphone camera or visit <https://go.rutgers.edu/CLEP10-26-23>

TUESDAY, NOVEMBER 14
6:00PM - 7:45PM
Register by scanning this QR code with your smartphone camera or visit <https://go.rutgers.edu/CLEP11-14-23>

Once you register, you will receive a unique link from Zoom to join the meeting at the scheduled time. You only need to register for one session!

We look forward to meeting you!



When a Person is Reached on the PWL

- Confirmation of Medicaid
 - if it is not active, we will assist the family with how to apply and complete a Troubleshooting form
- Eligibility Determination Process
 - NJCAT
 - We will review with the person and family for accuracy and request a new one if necessary
 - If eligibility is not met, the next step is the option to have a Level of Care Review which is just a more in-depth conversation
 - Appeal





Level of Care Review

- A Level of Care (LOC) review is a process which can be used to help determine a person's eligibility for enrollment in the Community Care Program (CCP).
- The assigned DDD TEL will schedule a meeting with the person, and anyone from their Circle of Support who the person would like involved (family members, SC, Day program, SDE, etc.), to have a more in-depth conversation about the support needs across various domains, including self-care, behavioral, and medical areas
- Once the report is completed along with all supporting documentation, it is sent off for review to the LOC Unit, who will then make a determination



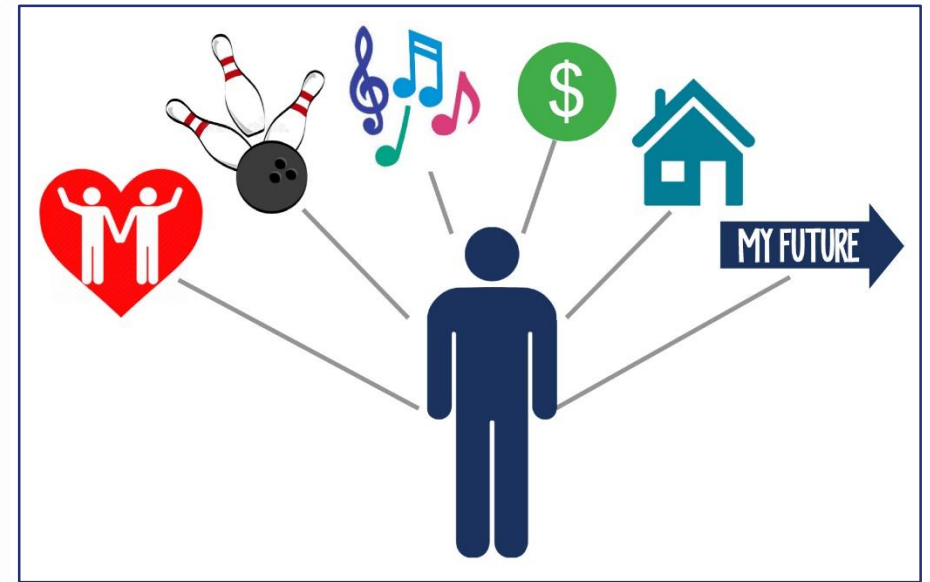
Appeal Process

- If the Level of Care (LOC) Review is denied, the person will receive a letter in the mail indicating the denial and their right to appeal the decision in accordance with the provisions of Division Circular #37 “Appeals Procedure” (N.J.A.C. 10:48).
- An appeal is a virtual or in-person conversation between the person their family and the DDD team that makes the CCP eligibility determination.
- A decision about CCP eligibility will be made after the appeal meeting.

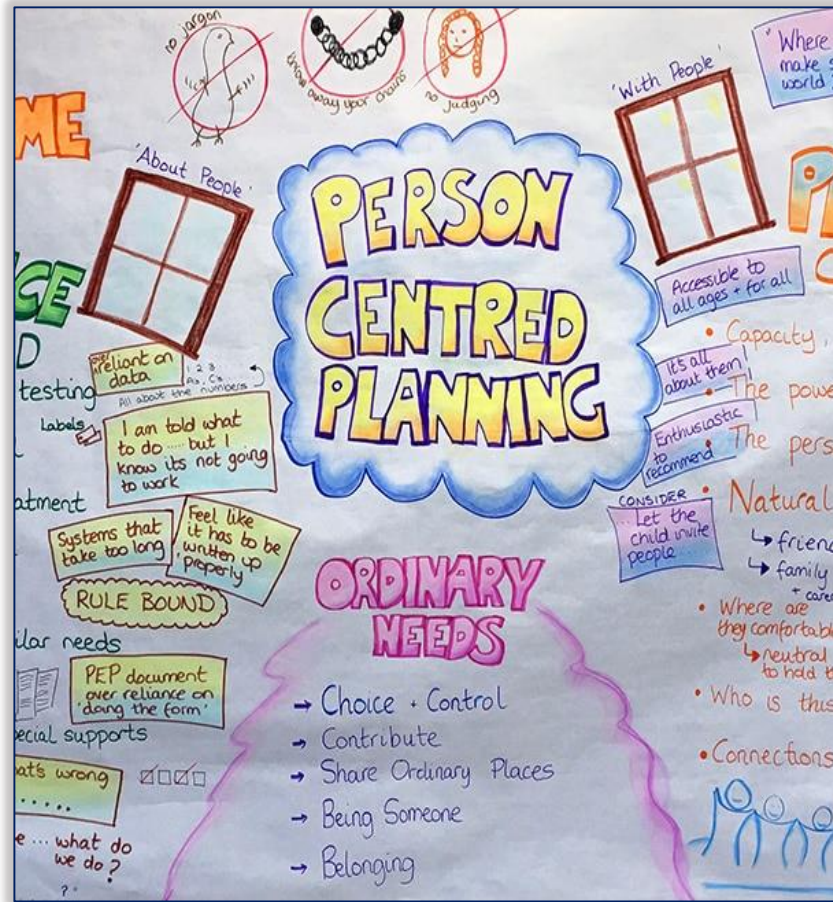


Ineligible for Community Care Program

- Team discusses potential supports
 - Personal Preference Program (PPP)
 - Housing Subsidy
 - Reorganize supports
 - Self-Directed Services options
 - Technology, community & natural supports
- Removal from the Priority Waiting List
- If your circumstances change, reach out to your Support Coordinator or our helpdesk at:
ddd.ccpwaitlistrequest@dhs.nj.gov



When Someone is Eligible For the CCP



- Your Support Coordinator will work with you through the person-centered planning process to develop a new individualized support plan with your CCP budget.
 - You can choose to receive your services in your own home
 - Self-Direction
 - Provider-Managed
 - You can choose to receive your services in a group home or supervised apartment
- Once the plan is approved, you will be on the CCP and removed from the Priority Waiting List.

Charting the LifeCourse Tools



CHARTING the LifeCourse

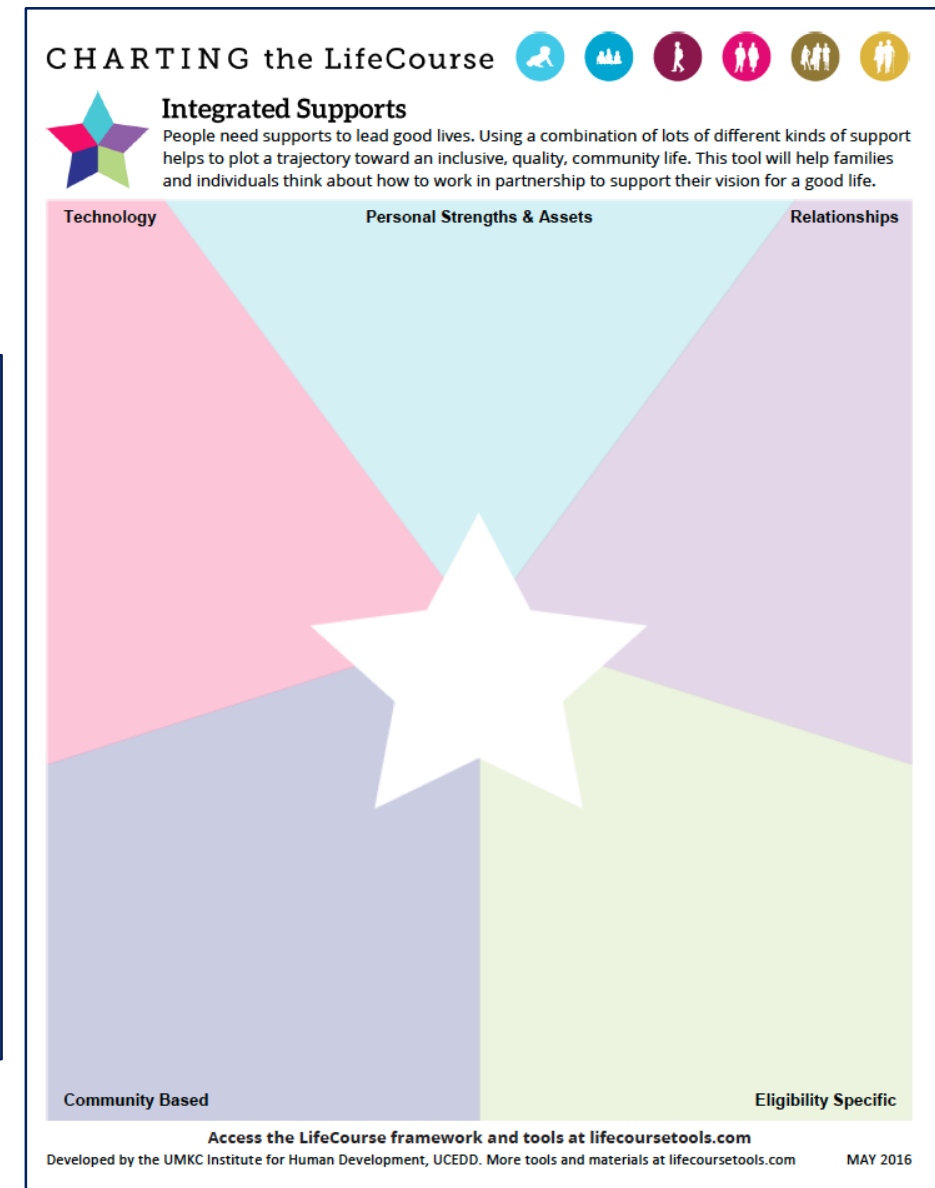
Life Trajectory Worksheet: Individual

Everyone wants a good life. The bubbles on the right will help you think about what a good life means for you or your family member, and identifying what you know you don't want. You can use the space around the arrows to think about current or needed life experiences that help point you in the direction of your good life.

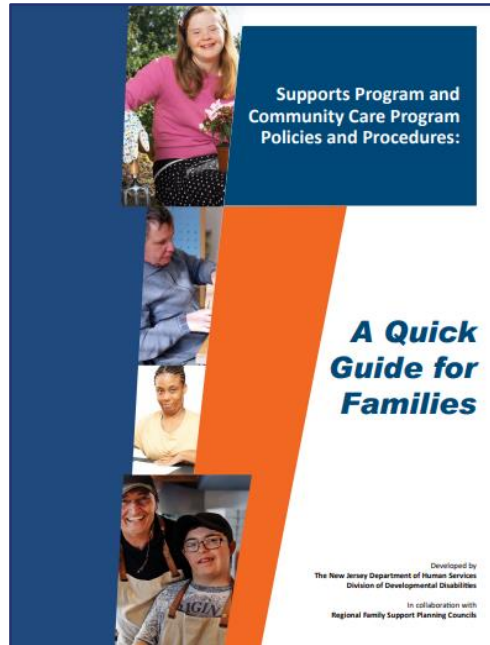
Developed by the UMKC Institute for Human Development, UCEDD. More materials at lifecoursetools.com

May 2016

<https://www.lifecoursetools.com/lifecourse-library/foundational-tools/person-centered/>



A Quick Guide For Families



Hiring a Self-Directed Employee (SDE)

Section 8.3.2, Supports Program/Community Care Program Policies and Procedures Manual

For some services (Community Based Supports, Individual Supports, Interpreter Services, Respite, Support Brokerage, and Transportation), an individual and their family can choose to hire a Self-Directed Employee (SDE), sometimes called a "self-hire," as the provider of services. The SDE and the service provided by the SDE must be prior authorized through the Individualized Service Plan (ISP) before services begin.

An individual can choose to participate in one of two available SDE models, each of which is managed by a fiscal management services agency ("fiscal intermediary") that has been contracted by the state:

- Vendor Fiscal/Employer Agent—where the individual enrolls as the employer of record or identifies someone else to enroll as the employer of record.
- Agency with Choice—where the fiscal intermediary agency is the employer of record and the individual is a co-employer or managing employer.

Please visit the Self-Directed Services page of the DDD website for more information:
www.nj.gov/humanservices/ddd/programs/selfdirected

Important things to know when hiring a Self-Directed Employee:

SELF-DIRECTED EMPLOYEE	FISCAL INTERMEDIARY	INDIVIDUAL/FAMILY
Completes hiring process and pre-employment screenings with appropriate fiscal intermediary	Ensures compliance with federal and state regulations and labor laws	Responsible for recruiting, hiring, training and monitoring the Self-Directed Employee, and determining the SDE's hourly wage
Completes applicable DDD-mandated trainings	Manages payment to the Self-Directed Employee	Ensures compliance with Individualized Service Plan (ISP)—if an individual/family negotiates work outside of what is authorized through ISP, individual/family is responsible for payment

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Services Available in Supports Program (SP) and Community Care Program (CCP)

Section 17, Supports Program/Community Care Program Policies and Procedures Manual

ASSISTIVE TECHNOLOGY: An item, piece of equipment, or product system used to increase, maintain, or improve an individual's functional capabilities
BEHAVIORAL SUPPORTS: Counseling, behavioral interventions, and/or diagnostic evaluations/consultations to help an individual manage their behaviors and learn to interact with others
CAREER PLANNING**: Employment planning to help an individual get and keep a job
COGNITIVE REHABILITATION (SP ONLY): Therapeutic cognitive activities to help an individual with a neurological impairment learn new and different ways to function
COMMUNITY BASED SUPPORTS (SP ONLY): One-to-one direct support that promotes increased independence, productivity, enhanced family functioning, and inclusion in the community
COMMUNITY INCLUSION SERVICES: Direct support to assist a group of 2-6 individuals in educational, enrichment, or recreational activities
COMMUNITY TRANSITION SERVICES (CCP ONLY): Set-up expenses for an individual transitioning from an institutional setting to a less restrictive living arrangement where the individual will be responsible for living expenses
DAY HABITATION: Education/training that assists an individual in gaining the skills needed to participate in the community (problem-solving skills, self-help skills, social skills, adaptive skills, daily living skills)
ENVIRONMENTAL MODIFICATIONS: Physical adaptations to the private residence of an individual/family to ensure the health, welfare, and safety of the individual or to enable the individual to function with greater independence in their residence
FISCAL MANAGEMENT SERVICES: Assistance with disbursement of funds for Self-Directed Employees and fiscal accounting (referred to as Fiscal Intermediary, or FI)
GOODS AND SERVICES: Services, equipment, or supplies not provided through other waiver program services, or other resources that address an identified need
INDIVIDUAL SUPPORTS (CCP ONLY): One-to-one direct support that promotes increased independence, productivity, enhanced family functioning, and inclusion in the community
INTERPRETER SERVICES: Face-to-face support to assist an individual to integrate more fully with community-based activities and employment
NATURAL SUPPORTS TRAINING: Training for caregivers who provide unpaid support, training, companionship, or supervision to an individual

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Supports Program and Community Care Program Policies and Procedures: A Quick Guide For Families

For Additional DDD Information-



- DDD Website: <https://www.nj.gov/humanservices/ddd/>
- Division Announcements
Email DDD.Communications@dhs.nj.gov and
write "*Division Update Subscribe*" in the subject line
- DDD Community Services Offices listed by county of
www.state.nj.us/humanservices/ddd/staff/cso/index.html
- DDD Intake Application
www.state.nj.us/humanservices/ddd/services/apply/index.html
- Supports Program Policies & Procedures Manual
(*SP Full Manual*)
<https://www.nj.gov/humanservices/ddd/assets/documents/supports-program-policy-manual.pdf>
- Community Care Program Policies & Procedures Manual
(*CCP Full Manual*)
<https://www.nj.gov/humanservices/ddd/assets/documents/community-care-program-policy-manual.pdf>

