



## 2018 Graduates Aging Out of the School System:

### Steps to Accessing Services/Supports from the Division of Developmental Disabilities (DDD)

*This timeline applies to students who have exhausted their educational entitlement by turning 21 years of age within the 2017/2018 school year.*

**ALL NEW GRADUATES BORN AFTER 1/1/97 MUST GO THROUGH THE FULL INTAKE PROCESS TO ENSURE ELLIGIBILITY.**

## September 2017 – JANUARY 2018 Eligibility /Intake

### DDD Community Service Offices

Flanders: (973) 927-2600  
 Paterson: (973) 977-4004  
 Newark: (973) 693-5080  
 Plainfield: (908) 226-7800  
 Freehold: (732) 863-4500  
 Trenton: (609) 292-1922  
 Mays Landing: (609) 476-5200  
 Voorhees: (856) 770-5900  
 More information can be found at:

[www.nj.gov/humanservices/ddd/staff/cso](http://www.nj.gov/humanservices/ddd/staff/cso)

#### ✓ Ensure you are eligible for DDD

To determine eligibility, contact the Intake Unit within your DDD Community Services Office. **Eligibility must be confirmed after the individual turns 18 years old regardless of past approval.** You can also start the application process through the DDD website at:

[www.nj.gov/humanservices/ddd/services/apply/index.html](http://www.nj.gov/humanservices/ddd/services/apply/index.html)

#### ✓ Ensure you are eligible for Medicaid

Information on Medicaid eligibility as it relates to DDD is available at:

[www.nj.gov/humanservices/ddd/services/medicaideligibility.html](http://www.nj.gov/humanservices/ddd/services/medicaideligibility.html)

-If you need assistance with applying for Medicaid or have not been able to become eligible, complete the Medicaid Eligibility Troubleshooting Form available on the website provided above and send it to:

[DDD.MediElighelpdesk@dhs.state.nj.us](mailto:DDD.MediElighelpdesk@dhs.state.nj.us)

#### ✓ Complete the NJ Comprehensive Assessment Tool (NJ CAT)

Contact the Intake Unit within your DDD Community Services Office to request access to complete the NJ CAT through the online survey or via phone call.

## ONGOING: September 2017 – JUNE 2018 Planning

### ✓ Participate in activities offered through the *Planning for Adult Life* project

- Visit [www.PlanningforAdultLife.org](http://www.PlanningforAdultLife.org) for details about training sessions, resource materials, webinars, student groups, and parent groups covering topics for students with intellectual and developmental disabilities between the ages of 16-21 and their families. Topics covered through this project include but are not limited to transition planning, guardianship, employment/post-secondary education, housing, self-direction, self-advocacy/awareness, legal/financial planning, health/behavioral health, guardianship, building/maintaining community ties, and friendships.
- Attend the **Opportunity Expos** located throughout the state of New Jersey. Opportunity Expos feature a variety of exhibitors including: state and county government entities, community service providers, support coordination agencies, local health care support and recreation providers, and additional information and referral services. During these events families will have an opportunity to meet resource providers from their area and interview potential services for hire.

### ✓ Identify the student's vision for work and life and what supports he/she may need through Person-Centered Planning

- You can review DDD's Person-Centered Planning Tool (PCPT) available at: [www.nj.gov/humanservices/ddd/documents/person-centered-planning-tool.docx](http://www.nj.gov/humanservices/ddd/documents/person-centered-planning-tool.docx) to help get you started.

## ✓ Research Service Providers and Support Coordination Agencies

- Potential Support Coordination Agencies can be found through the **Provider Search Database** at <https://irecord.dhs.state.nj.us/providersearch>, using the following three steps: **(1)** under Filter, select “Service” and check Support Coordination; **(2)** select “County Served” and select the county in which the individual resides; and **(3)** click the magnifying glass. If you do not have a preference, you can choose to have the Division auto-assign one to you.
- The Provider Search Database can also be used to identify potential providers in your area and the services they cover.

## FEBRUARY/MARCH 2018 Support Coordination Agency Selection

### ✓ Complete and submit the *Support Coordination Agency (SCA) Selection Form*

- This form will be provided through the Intake Unit within your DDD Community Services Office.
- The completed SCA Selection Form should be submitted to [DDD.SCAChoice@dhs.state.nj.us](mailto:DDD.SCAChoice@dhs.state.nj.us).
- DDD will process these forms to confirm **(1)** DDD eligibility **(2)** Medicaid eligibility **(3)** completion of the NJCAT, the Support Coordination Agency will not be assigned until April 2018.  
\*Review the Research Service Providers and Support Coordination Agencies section above for help identifying agencies.

## APRIL 2018 Support Coordination Agency Assignment

### ✓ DDD Assigns the Support Coordination Agency

- DDD will assign the Support Coordination Agency based on the completed the Support Coordination Selection Form. To maximize the possibility of being assigned to an agency of your choice, DDD encourages that **two agencies** be identified on the form. If you do not have a preference, please indicate that on the Support Coordination Agency Selection Form and one will be auto-assigned for you.

- • **Once assigned, Support Coordination Agencies can receive DDD funding to attend exit IEP and/or transition related meetings at the school and begin developing the Individualized Service Plan (ISP).**

## APRIL – JUNE 2018 Service Plan Development

### ✓ Develop the *Individualized Service Plan (ISP)*

- The Support Coordinator will be responsible for writing the ISP, with guidance from the planning team (individual, support coordinator, family, providers, etc.), through the Person-Centered Planning process and information gathered from the NJ CAT. **\*\*The ISP should be completed and approved prior to exiting the school system in order for services/supports to be available upon graduation\*\***

## For Those Turning 21 Between September 2017 – August 2018

If your 21 <sup>st</sup> birth date is between...		
September 2017 to March 2018	April 2018 to June 2018	July 2018 to August 2018
If an immediate service is needed, the individual can be assigned a Support Coordinator upon turning 21 and the receipt of all necessary documentation.	Follow the timeline and a Support Coordinator will be assigned in April.	If the 21 <sup>st</sup> birthday falls within these months, the individual is entitled to another year of educational entitlement.
If services are needed upon graduation, follow the timeline and a Support Coordinator will be assigned in April.		If an immediate service is needed, the individual can be assigned a Support Coordinator upon turning 21 and the receipt of all necessary documentation.

**\*Please note:** individuals seeking DDD services can begin the application process at the age of 18, but will continue to receive service from Performcare and the school system until the age of 21.