NEW JERSEY HUMAN SERVICES
Division of Developmental Disabilities

Graduates Aging Out of the School System: Accessing Adult Services from the NJ Division of Developmental Disabilities

A TIMELINE FOR STUDENTS EXITING SCHOOL AND TURNING 21

To be determined eligible for services all applicants must complete either the short or the full application

☐ STEP 1 Apply for Medicaid Eligibility

- You can learn about Medicaid eligibility for DDD services here: www.nj.gov/humanservices/ddd/individuals/applyservices/medicaid
- For additional help, email DDD.MediEligHelpdesk@dhs.nj.gov

☐ STEP 2 Apply for DDD Eligibility

- You can begin applying for DDD Eligibility any time after 18 years old.
- Call the DDD Community Services Office closest to where you live and/or download the DDD Eligibility Application here: www.nj.gov/humanservices/ddd/individuals/applyservices

DDD Community Services

Egg Harbor: 609-300-1898
Flanders: 973-927-2600
Freehold: 732-863-4500
Newark: 973-693-5080
Paterson: 973-977-4004
Plainfield: 908-226-7800
Trenton: 609-292-1922
Voorhees: 856-770-5900

☐ STEP 3 Complete NJ Comprehensive Assessment Tool (NJCAT)

- As part of the application process, you will complete the NJCAT with a DDD Intake Worker, usually from the DDD Community Services Office closest to where you live. Learn about the NJCAT here: www.nj.gov/humanservices/ddd/individuals/applyservices/assessment

☐ STEP 4 Complete the Support Coordination Agency Selection Form

- When you are in your last year of receiving school-based services, complete and submit the Support Coordination Agency Selection Form.
- You can research Support Coordination Agencies here: www.nj.gov/humanservices/ddd/assets/documents/individuals/support-coordination-agencies-list.pdf

SEPTEMBER – JUNE: Preparation and Planning

✓ **Participate in webinars and activities offered about Transition Planning**

- The Planning for Adult Life (www.planningforadultlife.org) program offers monthly educational sessions for students with intellectual/developmental disabilities ages 16-21 and their families, and other resources, like:
  - Webinar Wednesdays – monthly webinars on transition-related topics
  - GOT PLANS? ONLINE LESSONS – a downloadable guide and fun instructional videos

✓ **Participate in webinars offered by Division of Developmental Disabilities Office of Transition to Adult Life and Employment**

- DDD Welcome Sessions and Transition Thursdays are for people and families to learn about the transition process, including services available through DDD.
- To sign up for DDD Transition news and announcements, scan the QR code or email DDD.TransitionHelpdesk@dhs.nj.gov.

- ✓ **Explore person-centered planning tools that can help identify your vision for work and life and the supports needed to achieve this vision**
  - To get started, review the DDD Person-Centered Planning Tool: www.nj.gov/humanservices/ddd/documents/person-centered-planning-tool.docx
  - Use Charting the Life Course tools during the person-centered planning process: www.lifecoursetools.com
- ✓ **Learn about Support Coordination** (*Care Management*)
  - Support Coordination is the care management model used by DDD to help people access DDD services and other needed medical, social, and educational services. Learn more about Support Coordination here: www.nj.gov/humanservices/ddd/individuals/community/care
- ✓ **Learn about Service Providers**
  - Use the DDD Provider Search Database to find service providers in your area: https://irecord.dhs.state.nj.us/providersearch

FEBRUARY/MARCH: Support Coordination Agency Selection

- ✓ **Complete and submit the Support Coordination Agency Selection Form (STEP 4)**
  - Your DDD Intake Worker will provide a Support Coordination Agency Selection Form during the intake and eligibility process. There is a better chance of getting a selected agency if you include both a first-choice and second-choice agency when submitting the form. Research Support Coordination Agencies here: www.nj.gov/humanservices/ddd/assets/documents/individuals/support-coordination-agencies-list.pdf
  - Return the completed Support Coordination Agency Selection Form to the DDD Intake Worker who helped you with the intake and eligibility process.

APRIL: Support Coordination Agency Assignment

- ✓ **DDD assigns the student to a Support Coordination Agency**
  - DDD assigns all graduating students to a Support Coordination Agency (even if they turn 21 in June) based on the completed selection form and available capacity of the person's first-choice and second-choice agencies.
  - Once assigned, the Support Coordination Agency can receive DDD funding to attend exit IEP and/or transition-related meetings at the school and begin working with you and your family to develop the Individualized Service Plan (ISP).

APRIL – JUNE: Service Plan Development

- ✓ **Develop the Individualized Service Plan**
  - The Support Coordinator is responsible for writing the Individualized Service Plan (ISP), with guidance from the planning team (individual, family, providers, etc.) and information gathered during the person-centered planning process and completion of the NJCAT.

Students Turning 21 July – March

- Be sure you have completed **STEP 1**, **STEP 2**, and **STEP 3**.
- About 2-3 months before services are needed, reach out to your DDD Intake Worker to complete **STEP 4**.