



State of New Jersey

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF ADDICTION SERVICES  
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CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

JENNIFER VELEZ  
*Commissioner*

RAQUEL MAZON JEFFERS  
*Director*

March 10, 2010

Dear Substance Abuse Treatment Provider:

I am writing to announce the enclosed Division of Addiction Services' Income Eligibility (DASIE) Policy. The intent and purpose of the uniform income eligibility policy is to ensure clients statewide fair and equal access to public funds for substance abuse treatment services. To support implementation of this policy, DAS is introducing the DASIE module in NJ-SAMS that automatically calculates a client's Federal Poverty Level based on household size and household income. Effective April 1, 2010, all clients must be screened for income eligibility to receive DAS funded services in accordance with this policy and utilizing the electronic module. DAS offered training on this new module to all fee-for-service providers on February 23 and 24, and March 2, 4, 5 and 9, 2010. At the end of March, DAS will conduct DASIE trainings for providers that have DAS contracts but do not participate in fee-for-service networks. In addition, ongoing DASIE trainings will be scheduled and posted in NJ-SAMS to accommodate fee-for-service and contract staff throughout the year. In addition, DAS has worked with numerous providers to pilot this policy and the electronic module and has made adaptations to the electronic module based on pilot agency feedback. **Effective April 1, 2010, DAS is requiring all DAS funded agencies to adhere to the enclosed policy for income eligibility and utilize the DASIE module in NJ-SAMS to calculate and record client income eligibility.**

I am confident that the DASIE Policy and electronic module will assist your agency in determining client eligibility for services, that its implementation will provide uniform results system wide, and that it will ensure that those clients who meet income eligibility criteria for publicly funded services receive them. This policy is applicable to all DAS funded providers, and the enclosed describes the purpose and scope of the policy, as well as explanations of the requirements. Note specifically the bolded sections explaining that agencies are required to complete the DASIE and that failure to do so is a violation of contract requirements.

If you have any programmatic questions, please contact Vicki Fresolone, Service Director for Treatment, at 609-777-2164. If you have technological application questions, please contact Kyu Kyu Hlaing, NJ-SAMS Manager, at 292-1466. Thank you for your attention to this matter.

Sincerely,



Raquel Mazon Jeffers  
Director

Enc.

C: Kevin Martone

**DEPARTMENT OF HUMAN SERVICES  
Division of Addiction Services**

**DAS Income Eligibility (DASIE) Policy for DAS-Funded Services**

**Policy Number: TS-2-22-2010**

- I. Purpose: To Establish a Uniform Policy to Determine Income Eligibility for DAS publicly-funded substance abuse services.
- II. Scope: Clients who may be eligible for DAS publicly-funded substance abuse services.
  - A. DAS providers are responsible for ensuring the DAS Income Eligibility (DASIE) module is completed for all clients who may be eligible for DAS funded services. Instructions for completing the DASIE form are found at the NJ-SAMS homepage.
    1. Client's household income shall be at or below 350% of Federal poverty level to be eligible to receive DAS-funded services at residential, inpatient and/or outpatient programs.
  - B. Provider Agencies are responsible for verifying the client's household income and obtaining documented proof of income as described below within **60 days of the client's admission into the program**. Providers are required to review client's income status at admission, annually and/or whenever the client's income status and/or household composition change. Failure to complete the DASIE at admission, annually, and/or whenever the client's income status and/or household composition changes is a violation of DAS contract requirements that will result in an audit finding and recoupment of funds. Failure to verify client income will also result in client ineligibility for DAS funded services.
  - C. The client is required to produce proof of each kind of income received for all individuals in the household, including the client.
    1. Proof of income includes original or copies of check stubs from the most recent entire month, award letters, or other documentation of each kind of income received. Check stubs or other proof of income should show gross income (before deductions) for the most recent entire month for each working person in the household.
    2. Information on all jobs and employers for each working person in the household.

3. If the client or other members of the household are self-employed, the client is required to produce a signed copy of the most recent 1040 (including Schedule C, Form S1120, Schedule E, and all related schedules) or the most recent profit and loss statement for the client who is self-employed or for members of the household who are self-employed.
4. In the event that no other forms of income verification are available a signed letter attesting the fact that no other forms of client income verification are available is acceptable.

### III. Explanation of Household and Income Requirements

A. **Household** and **Income** are defined and calculated according to the Federal Medicaid definitions and formula. The formula is automatically applied when the required household and income data is entered into the DASIE module in NJ-SAMS.

1. Medicaid currently defines "Household" to mean those persons whose income is included to determine eligibility.
2. The following persons shall be considered members of the client's household, if they reside with the client:
  - a. In the case of a parent or caretaker - the parent or caretaker; the spouse of the parent or caretaker; the parent or caretaker's natural or adoptive children under the age of 21; the blood-related siblings (including those of half-blood) of the parent or caretakers children who are under the age of 21; the natural or adoptive father of any children in the household.
  - b. In the case of a single adult who does not meet the definition of dependent child (a child up to age 19) - the single adult only.
  - c. In the case the couple without dependent children - the couple only.
  - d. In the case of a child - the child; the child's natural or adoptive parents; the child's blood-related (including half-blood) and adoptive siblings under the age of 21; at the option of the household, the child's stepparent.
  - e. In the case of a pregnant woman - the pregnant woman and the unborn child (or children, when it is medically verified that there is more than one fetus); the pregnant woman's spouse; the pregnant woman's natural or adoptive children under the age of 21; the natural or adoptive father of any children in the household.

3. Medicaid currently defines "Income" as financial support from the following sources:
- a. Supplemental Security Income (SSI)
  - b. Social Security Survivors /Retirement
  - c. Social Security disability benefits
  - d. Veteran's benefits
  - e. Unemployment
  - f. State disability
  - g. Worker's Compensation
  - h. Pension or annuity
  - i. Alimony
  - j. Child support
  - k. Cash from friends or family
  - l. Income from rent
  - m. Other earned income

IV. This policy is effective as of the date of signature and supersedes any previous versions.

  
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Raquel Mazon Jeffers  
Director

2/22/10  
\_\_\_\_\_  
Date