



New Jersey Department of Children and Families Policy Manual

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Residential Schools for the Blind and Visually Handicapped 9-3-93

At times parents and/or public schools are unable to provide the special protection and environment necessary for a blind child to reach his maximum educational potential. Other educational facilities specifically equipped to educate blind children are sought to provide for the child's educational needs.

Residential Placement through the Commission for the Blind 9-3-93

When the plan for a visually handicapped child is placement in a residential facility that has a program established primarily to serve blind and partially sighted individuals, a referral is made to the Commission for the Blind. The Worker may attach a copy of the CP&P Form [26-81b](#) (modified), to the referral. The Commission forwards an application to the referent to be completed and returned. The Commission evaluates the child and the plan in terms of its mandate to provide services. If the Commission for the Blind concurs with the plan and has not yet reached its budgetary limit on placements, that agency completes the referral package and refers the child to a facility for the blind. Upon acceptance, the Commission for the Blind places the child and funds the placement including tuition and maintenance for the ten month school year.

Length of School Year 9-3-93

Educational facilities for the visually handicapped usually operate a ten month program. A few residential facilities offer an educational program on a twelve month basis. The philosophy of the Commission for the Blind is that children require a respite from the routine of the ten month school program and should be given the opportunity of a different environment and experience for the summer months. The Commission for the Blind, therefore, encourages the use of residential schools for only ten months of the year, when the child cannot function in local school programs for the blind.

Termination by CP&P 9-3-93

The Division shall terminate involvement with the family when services are no longer needed from the Division.

When the child is placed by the Commission for the Blind, the Supervisor and Worker determine if services from CP&P are required. If not, CP&P closes the case. The Commission is notified of the decision and alerted to the option of referring the child in the future if services are required.

Procedures Related to Residential Placement through the Commission for the Blind 9-3-93

RESPONSIBILITY	ACTION REQUIRED
Worker/Supervisor	1. Determine that an appropriate placement for a child is a residential/day facility specifically for visually handicapped children.
Worker	2. Prepare letter of referral attaching current assessment and send the referral to the Commission for the Blind.
Commissioner for the Blind	3. Forward application form to the Worker.
Worker	4. Complete application form and forward it to the Commission for the Blind.
Commission for the Blind	5. Review and complete referral material.
	6. Determine that residential/day facility for the visually handicapped is the appropriate plan for the child.
	7. Select and refer the child to an appropriate facility.
	8. Notify Worker of acceptance of the child at the facility.
	9. Make and fund the placement.
	10. Determine that there is no need for continued CP&P supervision and document in the case record.
Worker	11. Notify the Commission that case is being

	terminated.
	12. Terminate the case.

CP&P Placement and Supervision while the Child is on the Commission Waiting List 9-3-93

If the Commission for the Blind is unable to place an accepted child immediately due to fiscal constraints, the child's name is placed on awaiting list. Where the case situation requires immediate placement, CP&P places, funds, (including funds for the educational costs of placement provided by the responsible school district), and supervises the placement in the usual manner until such time as the child's name is reached on the waiting list. See [CP&P-IV-E-1-500](#), Program Selection and Referral, and [CP&P-IV-E-3-100](#), Supervision During Residential Placement. When his name is reached on the waiting list, if the child requires continued placement, the Commission for the Blind provides funding for the placement.

Procedures Related to Residential Placement through the Commission for the Blind -- Child Placed on Commission Waiting List 9-3-93

RESPONSIBILITY	ACTION REQUIRED
Commission for the Blind	1. Notify worker of the facility's acceptance of the child and that the Commission is unable to make and fund the placement due to fiscal constraints.
	2. Notify Worker that the child is placed on the Commission's waiting list.
Worker/Supervisor	3. Determine that child needs immediate placement.
	4. Make and fund placement at facility selected by the Commission for the Blind.
	5. Supervise the placement.
Commission for the Blind	6. Provide funding and supervision of placement when/if child's name is reached on the waiting list and notify Worker of same.
Worker	7. Terminate, if appropriate, after notification that the Commission has assumed responsibility for placement.

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Children Placed by the Commission and CP&P Maintains Supervision 9-3-93

“The Division representative shall prepare the case plan at least once every six months after the previous case plan.” (N.J.A.C. 10:133D-1.4(b))

The Worker and the Supervisor may decide to maintain supervision after the Commission has placed the child and funded the placement. These children include those in the guardianship program and other children whose parents are willing to accept CP&P services, and continued supervision is in the child's best interests.

Casework services are provided as outlined in [CP&P-IV-E-3-100](#), Supervision During Residential Placement. These services include but are not limited to:

- in-home supervision during vacation periods;
- foster or alternative placement for summer vacation, holiday, intersession and weekend visiting;
- Medicaid coverage for Medicaid eligible children;
- initial clothing allowance and quarterly clothing allowances; and
- spending allowances for guardianship children if not included in the contract with the facility but part of the treatment plan. The Worker discusses allowances for other children under supervision with the Commission and arrives at a mutual decision on a case by case basis.

Children placed and funded by the Commission who are under CP&P supervision may also receive the following services from CP&P either when the Commission cannot provide the service or when a coordinated effort between the two agencies is needed for service provision. These services are:

- residential summer camp placement when the child's parents are unable to pay for the camp. See [CP&P-IV-E-5-300](#), Residential Camp Payments, for CP&P policy and procedures relating to providing a camp placement. The Commission for the Blind provides information on available summer camps for the blind; and
- transportation coordination and funding. CP&P funds that portion of travel costs which the Commission cannot fund. In many cases the Commission for the Blind provides transportation to/from pre-designated locations when many New Jersey children are traveling at the same time and to the same general area.

Procedures Related to Residential Placement Through the Commission for the Blind and CP&P Maintains Supervision 9-3-93

RESPONSIBILITY	ACTION REQUIRED
Worker/Supervisor	<ol style="list-style-type: none"> 1. Determine the need for continued CP&P supervision during placement.
Worker	<ol style="list-style-type: none"> 2. Advise Commission of need for continued supervision. 3. Supervise the child as outlined in in CP&P-IV-E-3-100, Supervision During Residential Placement. 4. Document case movement in child's case record. 5. Notify Commission when case is being terminated. 6. Terminate the child when/if appropriate.