



NJ DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES



Application for Determination of Eligibility for Services

Applicant is age 18 or older and **WAS NOT** previously determined eligible for developmental disability services through DCF-CSOC / PerformCare



FULL Application for Eligibility is **REQUIRED**

Applicant is age 18 or older and **WAS** previously determined eligible for developmental disability services through DCF-CSOC / PerformCare



SHORT Application for Eligibility may be submitted



Enclosed is the DDD

SHORT Application

If you are not sure if the applicant was previously determined eligible for developmental disability services through DCF-CSOC/PerformCare, contact PerformCare at 1-877-652-7624.

Students age 16 – 21 and their families are encouraged to review DDD's **Graduates Timeline**:
www.nj.gov/humanservices/ddd/documents/graduates-timeline.pdf

APPLICATION INSTRUCTIONS

- The application can be completed by an individual who is 18 or older, or by a guardian or representative acting on behalf of an individual who is 18 or older.
- An applicant who is 18 or older and legally his/her own guardian must sign the application and forms. (If an applicant is receiving assistance completing the application, the person assisting should sign on the witness line.)
- The signed application and forms and any required documentation **MUST BE MAILED** to the DDD Community Services Office (CSO) that serves the applicant's county of residence (*see table below*).
- If you have questions about the application or need assistance completing it, please contact the Intake Unit of the Community Services Office for your county.

Counties Served CSO Office Location and Phone Number	
Morris Sussex Warren	FLANDERS OFFICE: 1 Laurel Drive Flanders, NJ 07836 Phone: 973.927.2600
Bergen Hudson Passaic	PATERSON OFFICE: 100 Hamilton Plaza, 7th Floor Paterson, NJ 07505 Phone: 973.977.4004
Essex	NEWARK OFFICE: 153 Halsey St., 2nd FL, PO Box 47013, Newark, NJ 07101 Phone: 973.693.5080
Somerset Union	PLAINFIELD OFFICE: 110 East 5th Street, Plainfield, NJ 07060 Phone: 908.226.7800
Monmouth Ocean	FREEHOLD OFFICE: Juniper Plaza, Suite 1-J, 3499 Route 9 North, Freehold, NJ 07728 Phone: 732.863.4500
Hunterdon Mercer Middlesex	TRENTON OFFICE: PO Box 705, Trenton, NJ 08625 Phone: 800.832.9173
Atlantic Cape May Cumberland Salem	MAYS LANDING OFFICE: 5218 Atlantic Avenue, Suite 205, Mays Landing, NJ 08330 Phone: 609.476.5200
Burlington Camden Gloucester	VOORHEES OFFICE: 2 Echelon Plaza, 221 Laurel Rd, Suite 210, Voorhees, NJ 08043 Phone: 856.770.5900

SHORT APPLICATION – WHAT IS NEEDED

A. APPLICATION AND FORMS*

- **SHORT APPLICATION** (2 pages)
- **NOTICE OF PRIVACY PRACTICES** (4 pages – keep for your records)
- **FORM A: ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES** (1 page)
- **FORM B: AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION** (2 pages)
- **NEW JERSEY VOTER REGISTRATION FORM** (1 page) – an individual can choose to register to vote if he/she is 18 years of age or older, a U.S. citizen and resident of New Jersey, and not currently serving a sentence or on probation or parole

B. DOCUMENTATION OF MEDICAID ELIGIBILITY

- Supplemental Security Income (SSI) annual award letter
- Medicaid approval letter
- Copy of Health Benefits Identification Card (Medicaid card)

C. OTHER DOCUMENTATION, *if applicable*

- Copy of Guardianship Order
- Division of Vocational Rehabilitation Services (DVRS) Records/Evaluations (F3 Form)

D. NJCAT ASSESSMENT

After DDD has received and reviewed the application and documentation, and the above information has been satisfied (up to and including face-to-face interview, if deemed appropriate by intake staff), DDD will schedule the individual for a New Jersey Comprehensive Assessment Tool (NJCAT).

***Please note that the Division of Developmental Disabilities may need to request additional information and/or documentation to complete this application.**



**State of New Jersey
Department of Human Services
P.O. BOX 700
Trenton, NJ 08625-0700**

NOTICE OF PRIVACY PRACTICES

Effective Date: October 15, 2018

This Notice applies to individuals receiving services from the Department of Human Services' (DHS) Division of Developmental Disabilities and does not require your response. **THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

YOUR RIGHTS

- **Right to see and copy your records.** In most cases, you have a right to view or get copies of your records. You must make your request in writing. We will provide a response to your request within thirty (30) days. You may be charged a fee for the cost of copying your records.
- **Right to an electronic copy of your medical records.** If your information is maintained in an electronic format, you may request that your electronic records be transmitted to you or another individual or entity. We will respond to your request within thirty (30) days.
- **Right to correct or update your records.** You may ask us to correct your health information if you think there is a mistake. You must make your request in writing and provide a reason for your need to correct the information.
- **Right to choose how we communicate with you.** You may ask us to share information with you in a certain way. For example, you can ask us to send information to your work address instead of your home address. You must make this request in writing. You don't have to explain a reason for the request. We may deny unreasonable requests.
- **Right to get a list of disclosures.** You have a right to ask us for a list of disclosures made after April 14, 2003. You must make a request in writing. This will not include information shared for treatment, payment or health operation purposes. We will provide one accounting a year free of charge, but may charge a cost for additional lists provided within the 12 month period.
- **Right to get notice of a breach.** You have a right to be notified upon a breach of any of your protected health information.
- **Right to request restrictions on uses or disclosures.** You have a right to ask us to limit how your information is used or shared with others. You must make the request in writing and indicate what information should be limited. We are not required to agree to a requested restriction. If you paid out-of-pocket expenses in full for a specific item or service, you have a right to ask that your information with respect to that item or service not be disclosed. We will always honor that request.

- **Right to revoke authorization.** If we ask you to sign an authorization to use or disclose your information, you can cancel that authorization at any time. You must make that request in writing. Your request will not affect information that has already been shared.
- **Right to get a copy of this notice.** You have a right to ask for a paper copy of this notice at any time
- **Right to file a complaint.** You have a right to file a complaint if you don't agree with how we have used or disclosed your information.
- **Right to choose someone to act for you.** If someone has been legally designated as your personal representative, that person can exercise your rights and make choices about your health.

OUR DUTIES

The Department of Human Services functions as a health care provider for you and your family. Consequently, we must collect information about you to provide these services. We are required to protect your information according to federal and state law and will abide by the terms of this notice. We may use and disclose information without your authorization for the following purposes:

- **Treatment Purposes.** We may use or disclose your information to health care providers who are involved in your health care.
- **Payment.** We may use or disclose your information to get payment or pay for health care services you received or will receive.
- **Health Care Operations.** We may use or disclose your information in order to manage our business, improve your care and contact you when necessary.
- **As Required by Law.** We will disclose information to a public health agency that maintains vital records, such as births, deaths and some diseases.
- **Abuse and Neglect Investigations.** We may disclose your information to report all potential cases of abuse and/or neglect.
- **Health Oversight Activities.** We may use or disclose your information to respond to an inspection or investigation by state officials.
- **Government Programs.** We may use and disclose your information for the management and coordination of public benefits under government programs.
- **To Avoid Harm.** We may use and disclose information to law enforcement in order to avoid a serious threat to the health and safety of a person or the public.
- **For Research.** We may use and disclose your information for studies and to develop reports. These reports will not specifically identify you or another person.

- **Business Associates.** We may use and disclose your information to our business associates that perform functions on our behalf, if necessary to complete those functions.
- **Organ and Tissue Donation.** If you are an organ donor, we may use and disclose your information to organizations engaged in procuring, banking or the transportation of organs, eyes, or other tissues to facilitate organ transplantation.
- **Military and Veterans.** If you are a member of the armed forces, we may disclose your information to the appropriate military authority.
- **Workers Compensation.** We may use or disclose your information for workers compensation or similar programs providing benefits for work-related injuries or illnesses.
- **Data Breach Notification Purposes.** We may use or disclose your information to provide legally required notices of unauthorized access or disclosure of your health information.
- **Lawsuits and Disputes.** We may use or disclose your information in response to a Court or Administrative Order, subpoena, discovery request or other lawful process.
- **Law Enforcement.** We may disclose your information to law enforcement if the information: 1) is in response to a court order, subpoena, warrant or similar process; 2) limited to identify or locate a suspect, fugitive, material witness or missing person; 3) about a victim of a crime under very limited circumstances; 4) about a death potentially resulting from a crime; 5) about criminal conduct on any DHS property and; 6) is needed in an emergency to report a crime or facts surrounding a crime.
- **Coroner, Medical Examiners and Funeral Directors.** We may disclose your information to a Coroner or Medical Examiner to identify a deceased person or determine the cause of death. We may release your information to a Funeral Director as necessary for their duties.
- **National Security and Intelligence.** We may disclose your information to authorized federal officials for intelligence, counter-intelligence and other national security activities authorized by law.
- **Protective Services for the President and Others.** We may disclose your information to authorized federal officials so that they can provide protection to the U.S. President; other authorized persons or foreign heads of state, or to conduct special investigations.
- **Inmates or Individuals in Custody.** If you are an inmate, we may release your information to a correctional institution if that information would be necessary for the institution to: 1) provide you with health care; 2) protect your health and safety or the health and safety of others or: 3) for the safety and security of the correctional institutions.
- **Disclosure to Family, Friends and Others.** We may disclose your information to your family members, friends or other persons who are involved in your medical care. You may object to the sharing of this information. We may also share your information with someone legally designated as your personal representative.

- **Hospital Directory.** Unless you notify us that you object, we may include certain information about you in the hospital directory in order to respond to inquiries from friends, family, clergy and others who inquire about you when you are a patient in the hospital.

Other Uses and Disclosures that Require Your Written Authorization

- **For All Other Situations.** We will ask for your written authorization before using or disclosing information for any other purpose than what is mentioned above. Special circumstances that require an authorization include most uses and disclosures of your psychotherapy notes, certain disclosures of your test results for the human immunodeficiency virus or HIV, uses and disclosures of your health information for marketing purposes and for the sale of your health information with some exceptions. If you give us authorization, you can withdraw this written authorization at any time. To withdraw your authorization, please contact us at the number below. If you revoke your authorization, we will no longer use or disclose your health information as allowed by your written authorization, except to the extent that we have already relied on your authorization.
- **As Required by Other Laws.** We will ask for your written authorization to comply with other laws protecting the use and disclosure of your information.

FILING A COMPLAINT

To file a complaint or report a problem regarding the use or disclosure of your health information, use the contact information below. Treatment or services being provided to you will not be affected by any complaints you make. DHS opposes retaliatory acts resulting from participation in a HIPAA investigation.

New Jersey Department of Human Services
Division of Developmental Disabilities
Legal and Administrative Practice Office
P.O. Box 726
222 South Warren St.
Trenton, NJ 08625-0726
Phone: 609-633-7402

U.S. Department of Health and Human Services
Office of Civil Rights
200 Independence Ave, S.W., Room 509H
Washington DC, 20201
Phone: 866-627-7748/ TTY: 886-788-4989
www.hhs.gov/ocr

DHS or its appropriate Division will respond to your communication within 30 days.

CHANGES TO THIS NOTICE

In the future, DHS may change its Notice of Privacy Practices. Any change could apply to medical information we already have about you, as well as information we receive in the future. A copy of a new notice will be posted in our facilities/offices and provided to you as required by law. You may ask for a copy of our current notice or get it online on our website.

FORM A: ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

This **ACKNOWLEDGEMENT OF RECEIPT** must be signed upon receipt of the Notice of Privacy Practices and returned to the NJ Division of Developmental Disabilities.

I (applicant or legal guardian), _____

Hereby acknowledge that I received the **Notice of Privacy Practices** on (date): _____

I am the (please check one): Applicant Legal Guardian

Signature (or mark): _____ Date: _____

If signed by Legal Guardian, please provide Applicant's name:

Applicant Name (please print): _____

If Applicant mark is provided, a witness is required:

Witness Signature: _____ Date: _____

Witness Name (please print): _____

**FORM B: AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION
TO FAMILY AND INVOLVED PERSONS**

I, _____
(Individual, Legal Guardian or Power of Attorney Name)

Do hereby authorize the use/disclosure/receipt of health information about the Applicant named below:

First Name: _____ Last Name: _____

Date of Birth: _____

Person(s) authorized to use, disclose or receive information *(include legal guardian, if applicable)*:

PRIMARY CONTACT: _____ Phone: _____

Address: _____

Relationship to Applicant: _____ Email: _____

ALTERNATE CONTACT: _____ Phone: _____

Address: _____

Relationship to Applicant: _____ Email: _____

OTHER CONTACT: _____ Phone: _____

Address: _____

Relationship to Applicant: _____ Email: _____

OTHER CONTACT: _____ Phone: _____

Address: _____

Relationship to Applicant: _____ Email: _____

1. I authorize DDD staff to contact the primary contact or alternate contact, via telephone, to advise of any illness, injury or incident that may need prompt attention or authorization.
2. I authorize DDD staff to provide the minimum necessary health information to the contacts listed above and/or other individuals who are permitted to visit.

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3. I understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment or payment, or my eligibility for benefits or services. I may inspect or copy any written information used/disclosed under this authorization.
4. I understand that if the person or entity that receives the information is not a health care provider or health plan covered by federal privacy regulations, the information described above may be re-disclosed and no longer protected by these regulations. However, the recipient may be prohibited from disclosing substance abuse information under the Federal Substance Abuse Confidentiality Requirements.
5. I understand that I may revoke this authorization in writing at any time except to the extent that action has been taken in reliance on this authorization. The request to revoke this authorization must be provided to the DDD Privacy Officer. The revocation will be effective on the date that the Privacy Officer receives the request.
6. This authorization expires on (date) _____ or one year from the date of the individual/legal guardian's signature.
7. A complete copy of this authorization will be maintained in the applicant's record.

Signature or mark of (select one): Individual Legal Guardian Power of Attorney

Signature*: _____ Date: _____

Phone: _____

If mark is provided, a witness is required:

Witness Signature: _____ Date: _____

Witness Name (please print): _____

***If signed by Legal Guardian or Power of Attorney, Guardianship Order or Power of Attorney Order must be included.**



New Jersey Voter Registration Application

Please print clearly in ink. All information is required unless marked optional.

1 Check boxes that apply: <input type="checkbox"/> New Registration <input type="checkbox"/> Name Change <input type="checkbox"/> Address Change <input type="checkbox"/> Signature Update or Non-affiliation Change <input type="checkbox"/> Political Party Affiliation						FOR OFFICIAL USE ONLY Clerk Registration # Office Time Stamp <input type="checkbox"/> by mail <input type="checkbox"/> in person	
2 Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If No, DO NOT complete this form)</i>		Are you at least 17 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If No, DO NOT complete this form)</i>					
3 Last Name		First Name	Middle Name or Initial	Suffix (<i>Jr., Sr., III</i>)			
4 Date of Birth							
5 NJ Driver's License Number or MVC Non-driver ID Number _____			If you DO NOT have a NJ Driver's License or MVC Non-Driver ID, provide the last 4 digits of your Social Security Number. ____ _				
<input type="checkbox"/> "I swear or affirm that I DO NOT have a NJ Driver's License, MVC Non-driver ID or a Social Security Number."							
6 Home Address (<i>DO NOT use PO Box</i>)		Apt.	Municipality	County	State		Zip Code
7 Mailing Address if different from above		Apt.	Municipality	County	State		Zip Code
8 Last Address Registered to Vote (<i>DO NOT use PO Box</i>)		Apt.	Municipality	County	State		Zip Code
9 Former Name if Making Name Change		a. Day Phone Number (<i>Optional</i>) _____ b. E-Mail Address (<i>Optional</i>) _____					
10 Do you wish to declare a political party affiliation? (<i>Optional</i>) <input type="checkbox"/> Yes, the party name is _____ <input type="checkbox"/> No, I do not wish to be affiliated with any political party.							
11 Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Declaration - I swear or affirm that: <input checked="" type="checkbox"/> I am a U.S. Citizen <input checked="" type="checkbox"/> I live at the above address <input checked="" type="checkbox"/> I am at least 17 years old, and understand that I may not vote until reaching the age of 18.		<input checked="" type="checkbox"/> I will have resided in the State and county at least 30 days before the next election <input checked="" type="checkbox"/> I am not on parole, probation or serving a sentence due to a conviction for an indictable offense under any federal or state laws		<input checked="" type="checkbox"/> I understand that any false or fraudulent registration may subject me to a fine of up to \$15,000, imprisonment up to 5 years, or both pursuant to R.S. 19:34-1		
Signature: Sign or mark and date on lines below X _____ Date _____				If applicant is unable to complete this form, print the name and address of individual who completed this form. Name _____ Date _____ Address _____			

Important Instructions for sections 5, 6 and 10

5) Registrants who are submitting this form by mail and are registering to vote for the first time: If you do not have any of the information required by section 5, or the information you provide cannot be verified, you will be asked to provide a COPY of a current and valid photo ID, or a document with your name and current address on it to avoid having to provide identification at the polling place.

Note: ID Numbers are Confidential and will not be released by any governmental agency. Any person who uses such numbers illegally shall be subject to criminal penalties.

6) If you are homeless, you may complete section 6 by providing a contact point or the location where you spend most of your time.

10) You may declare a political party affiliation or you may declare to be unaffiliated, regardless of any prior party affiliation. If you are a previously affiliated voter who wants to change political party affiliation or become unaffiliated, you must file this form no later than 55 days before the primary election in order to vote in the primary election. Completing section 10 is OPTIONAL and will not affect the acceptance of your voter registration application.

Need More Information? Check boxes below if you would like to receive more information about:

- voting by mail
- becoming a poll worker
- polling place accessibility
- voting if you have a disability, including visual impairment
- available election materials in this alternative language:

For further information visit Elections.NJ.gov or call toll-free 1-877-NJVOTER (1-877-658-6837)



New Jersey Voter Registration Information

You can register to vote if:

- You are a United States citizen.
- You are at least 17 years of age.*
- You will be a resident of the State and county 30 days before the election.
- You are **NOT** currently serving a sentence, probation or parole because of a felony conviction.

*You may register to vote if you are at least 17 years old but cannot vote until reaching the age of 18.

Registration Deadline: 21 days before an election

Your County Commissioner of Registration will notify you if your application is accepted. If it is not accepted, you will be notified on how to complete and/or correct the application.

Questions? visit Elections.NJ.gov or call toll-free 1-877-NJVOTER (1-877-658-6837)

1 FOLD



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 206 TRENTON, NJ

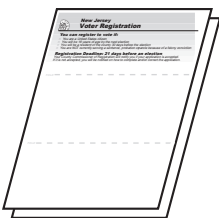
POSTAGE WILL BE PAID BY ADDRESSEE

DIVISION OF ELECTIONS
PO BOX 304
TRENTON NJ 08625-9983

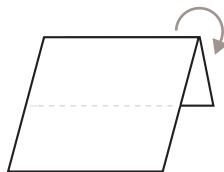


2 FOLD

Important: Print out at 100% - DO NOT REDUCE. Fold as illustrated to ensure proper mailing.



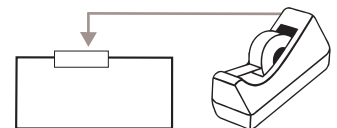
Put both pages
together as shown



1 fold top down



2 fold bottom up



3 Tape top shut

HERE TAP **3**