

FULL APPLICATION – WHAT IS NEEDED

A. APPLICATION AND FORMS

- **FULL APPLICATION** (5 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)
- **FORM C: AUTHORIZATION FOR RELEASE OF MEDICAL RECORDS** (2 pages)
- **FORM D: CONSENT FOR RELEASE OF INFORMATION TO DDD** (1 page)
- **NEW JERSEY VOTER REGISTRATION OPPORTUNITY** (1 page)
- **NEW JERSEY VOTER REGISTRATION APPLICATION** (2 pages)

B. DOCUMENTATION OF DEVELOPMENTAL DISABILITY

Include as many of the documents below as possible that relate to the applicant's developmental disability. The more documentation that is provided, the easier it is for DDD to process the application.

Necessary

- Medical Documentation of Disability
- Most Recent Psychological Evaluation (+ IQ Scores)
- Neurological Evaluations
- Most Recent Child Study Team or School Reports
- Psychiatric Evaluations
- DVRS Assessments
- All Available Psychological Reports

Helpful But Not Necessary

- Most recent IEP
- Speech Therapy Evaluations
- Occupational Therapy Evaluations
- Physical Therapy Evaluations
- Hospital Records
- Social Summaries

C. DOCUMENTATION OF MEDICAID ELIGIBILITY

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

If Applicant has encountered difficulty in obtaining Medicaid, contact DDD's Medicaid Eligibility Helpdesk: DDD.MediEligHelpdesk@dhs.state.nj.us

D. DOCUMENTATION OF AGE, US CITIZENSHIP, NJ RESIDENCY

(Note: applicant must be a permanent resident of New Jersey to apply for services through DDD)

- Copy of Birth Certificate
- Copy of Social Security Card *or* Proof of U.S. Citizenship *or* Green Card
- Copy of **one** of the following:
 - Current Photo Identification from NJ Motor Vehicle Commission
 - Pay Stub
 - W2 Form
 - Real Estate Tax Bill (only if the applicant owns property)
 - Permanent Change of Station Orders to New Jersey (if individual's legal guardian is in the U.S. Military Service)
 - Voter Registration Acknowledgement Card

E. OTHER DOCUMENTATION, *if applicable*

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

F. 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).