



## 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](http://www.nj.gov/humanservices/ddd/individuals/applyservices/medicaid)
- For additional help, email [DDD.MediEligHelpdesk@dhs.nj.gov](mailto: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](http://www.nj.gov/humanservices/ddd/individuals/applyservices)

#### DDD Community Services

Egg Harbor Twp: 609-300-1898  
Flanders: 973-927-2600  
Freehold: 732-863-4500  
Newark: 973-693-5080  
Paterson: 973-977-4004  
Green Brook: 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](http://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](http://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.planningforadulthood.org](http://www.planningforadulthood.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](mailto: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](http://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](http://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](http://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

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- ✓ **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](http://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

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- ✓ **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

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- ✓ **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 through March

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