



## 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

*(Students born after 1/1/1997 must go through the entire eligibility application process)*

#### □ STEP 1 Apply for Medicaid Eligibility

- For Medicaid eligibility information, go to:  
[www.nj.gov/humanservices/ddd/services/medicaideligibility.html](http://www.nj.gov/humanservices/ddd/services/medicaideligibility.html)
- For additional help, contact: DDD.MediEligHelpdesk@dhs.state.nj.us

#### □ STEP 2 Apply for DDD Eligibility

- After the student turns 18, contact the DDD Community Services Office nearest your place of residence.
- To download the DDD Eligibility Application, go to:  
[www.nj.gov/humanservices/ddd/services/apply/index.html](http://www.nj.gov/humanservices/ddd/services/apply/index.html)

#### □ STEP 3 Complete the NJ Comprehensive Assessment Tool (NJCAT)

- The NJCAT is completed with the Intake Unit of the DDD Community Services Office nearest your residence, as part of the eligibility application process.

#### □ STEP 4 Complete the Support Coordination Agency Selection Form

- When the student is in his/her last year of school-based services and is 21 or turning 21, the Support Coordination Agency Selection Form is completed and submitted.

#### DDD Community Services Offices

Flanders: 973.927.2600  
 Freehold: 732.863.4500  
 Mays Landing: 609.476.5200  
 Newark: 973.693.5080  
 Paterson: 973.977.4004  
 Plainfield: 908.226.7800  
 Trenton: 609.292.1922  
 Voorhees: 856.770.5900

## SEPTEMBER – JUNE: Preparation and Planning

#### ✓ Participate in activities offered through Planning for Adult Life

- Planning for Adult Life ([www.PlanningForAdultLife.org](http://www.PlanningForAdultLife.org)) has a variety of resources available for students with intellectual and developmental disabilities age 16-21 and their families, including:
  - **Webinar Wednesdays** – covers topics of interest related to transition to adult life
  - **Opportunity Expos** – events held in different areas of the state throughout the school year, where students and families can meet and learn about support coordination agencies and service providers.

#### ✓ Through person-centered planning, assist the student in identifying his/her vision for work and life and supports that may be needed to achieve this vision

- For help getting started, review DDD's 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)

#### ✓ Learn about Support Coordination (Care Management)

- Support Coordination is the care management model used by DDD to assist individuals in accessing DDD services and other needed medical, social and educational services. To learn more about Support Coordination, visit: [www.nj.gov/humanservices/ddd/services/support\\_coordination.html](http://www.nj.gov/humanservices/ddd/services/support_coordination.html)

- Attend Boggs Center trainings on effective partnering with Support Coordination Agencies: [https://rwjms.rutgers.edu/boggscenter/training/dd\\_families.html](https://rwjms.rutgers.edu/boggscenter/training/dd_families.html)

### Research Support Coordination Agencies and Service Providers

- Use DDD’s Provider Search Database to find Support Coordination Agencies and Service Providers in your area: <https://irecord.dhs.state.nj.us/providersearch>

## FEBRUARY/MARCH: Support Coordination Agency Selection

- ✓ **Complete and submit the Support Coordination Agency Selection Form (STEP 4)**
  - The Support Coordination Agency (SCA) Selection Form will be provided during the eligibility application process. When completing the SCA Selection Form, identify both a first-choice and second-choice agency to increase your chance of getting an agency of your own choosing. The list of SCA’s can be found at <https://irecord.dhs.state.nj.us/providersearch>
  - The SCA Selection Form should be returned to the DDD Intake Worker assisting the student with the eligibility application process..

## APRIL: Support Coordination Agency Assignment

- ✓ **DDD assigns the student to a Support Coordination Agency**
  - DDD will assign the student a Support Coordination Agency based on the SCA Selection Form that was completed and on the available capacity of the agencies selected.
- **Once assigned, a Support Coordination Agency can receive funding to attend exit IEP and/or transition-related meetings at school, and to develop the Individualized Service Plan (ISP).**

## APRIL – JUNE: Service Plan Development

- ✓ **Develop the Individualized Service Plan**
  - The Support Coordinator is responsible for writing the Individualized Service Plan (ISP), with guidance from the planning team (student, family, providers, etc.) and information gathered during the Person-Centered Planning process and completion of the NJCAT.
    - \*The ISP should be completed and approved before the student exits the school system, so that services will be in place upon graduation.**

### For graduating students who will need immediate services at 21

#### Students turning 21 July – March

- Complete **STEP 1, STEP 2, and STEP 3**
- Complete **STEP 4** and indicate the need for immediate services at 21
- Submit the SCA Selection Form to the student’s DDD Intake Worker 1-2 months before turning 21**
- If immediate services are needed at 21 (for example, behavioral supports or respite)—and as long as all required documentation has been received—DDD will assign the student a Support Coordination Agency upon turning 21.*

#### Students turning 21 April – June

- Follow the timeline and DDD will assign the student a Support Coordination Agency in April.

Join our Listserv by emailing: [DDD.Communications@dhs.state.nj.us](mailto:DDD.Communications@dhs.state.nj.us)