POMPTON LAKES PUBLIC SCHOOLS
Department of Special Services

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The Children's Place The Teen Place Life Skills Young Adult Place

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Dear Parent/Guardian,

The road to adulthood is fast approaching! Many of you may have already begun the paperwork process, while others may just be getting started. This "Parent Support Packet" was created to guide you through your child's requirements leading up to graduation. Information about the following is available:

- Overview of Division of Developmental Disabilities (DDD) Services
- Overview of Guardianship
- Guardianship/ Estate Planning Resources
- Overview of Division of Vocational Rehabilitation Services (DVRS)
- Sample List of Day Habilitation Programs (post 21)

If you have any questions or need assistance with your child's transition to adult services, you may contact the following team members for assistance:

Special Services

Warm Regards,
Pompton Lakes Department of Special Services

Division of Developmental Disabilities Overview

The Division of Developmental Disabilities (DDD) assures the opportunity for individuals with developmental disabilities over the age of 21 to:

- Receive quality services and supports
- Participate meaningfully in their communities

· Exercise their rights to make choices

Medicaid Eligibility (required to receive DDD services)

· Apply for SSI (Supplemental Security Income) at age 18 at county social service office (see attached list)
  - ❖ SSI Approval= Automatic Medicaid Eligibility

· If SSI-ineligible, apply separately for New Jersey Medicaid

DDD Intake Application Process

· Age 18 or older (DDD services CANNOT be accessed until age 21)

· Download DDD Intake Application from DDD website and/or contact Intake Unit of Community Services Office serving individual's county of residence

· https://www.state.nj.us/humanservices/ddd/documents/Full-Application-for-Eligibility English.pdf

· **Family Responsibility**
  - ❖ Submit Application at age 18

· **Intake Case Manager Responsibility**
  - ❖ Contact Family to discuss application and service needs
  - ❖ Determination of eligibility
  - ❖ NJCAT (See Below)
  - ❖ Review documentation including the individuals most recent Evaluations/Assessments

DDD Eligibility

To be **eligible** to receive Division-funded services, an individual must have a documented lifelong disability that presents prior to age 22 and meet the functional criteria for having a developmental disability.

NJ Comprehensive Assessment Tool

· NJ CAT Assessment
  - ❖ Mandatory assessment tool that evaluates support needs in three main areas: (1) Self-Care, (2) Behavioral, (3) Medical
  - ❖ Completed virtually or by phone (during Summer/Fall leading up to graduation year)
  - ❖ Establishes an individual **Tier**
    - o Tier determines the individualized budget
  - ❖ Re-assessment done every five years, more often if needed

In order to receive services funded through the Division of Developmental Disabilities, an individual must be determined eligible for Medicaid.

See Medicaid offices by county below.

Bergen County Bergen County Board of Social Services 218 Route 17 North 17 Park Office Center - Building A Rochelle Park, NJ 07662	Passaic County Passaic County Board of Social Services 80 Hamilton Street Paterson, NJ 07505-2057 (973) 881-0100

(201) 368-4200 Fax: (201) 368-8710 Hours: 7:45 AM- 4:45 PM Tues.: 7:45 AM -8:00 PM	Fax: (973) 881-3232 Hours: 7:30 AM - 4:30 PM (Doors are closed to the public at 4:15 PM)
Essex County Essex County Dept of Citizen Services Division of Welfare 18 Rector Street - 9th Floor Newark, NJ 07102 (973) 733-3000 Fax: (973) 643-3985 Hours: 7:30 AM -4:00 PM Weds. by appointment only - (973) 733-2001: 7:30 AM - 7:30 PM *Closed to public every 3rd Thursday of the month.*	Sussex County Sussex County Division of Social Services 83 Spring Street, Suite 203 Newton, NJ 07860 PO Box 218 Newton, NJ 07860 (973) 383-3600 Fax: 973-579-9894 Hours: 8:30 AM - 4:30 PM
Hudson County Hudson County Dept of Family Services Division of Welfare 257 Cornelison Ave. Jersey City, NJ 07302 (201) 420-3000 Fax: (201) 420-0343 Hours: 8:00 AM - 4:15 PM	Union County Union County Division of Social Services 342 Westminster Avenue Elizabeth, NJ 07208 (908) 965-2700 Fax: (908) 965-2752 Hours: 8:30 AM - 4:30 PM
Morris County Office of Temporary Assistance 340 W. Hanover Ave Morristown, NJ 07960 PO Box 900 Morristown, NJ 07963 (973) 326-7800 Fax: 973-326-7875 Hours: 8:30 AM -4:30 PM Every Other Tues.: 8:30 -7:30 PM	Warren County Division of Temporary Assistance & Social Services 1 Shotwell Dr. Belvidere, NJ 07823 (908) 475-6301 Fax: (908) 475-1533 Hours: 8:30 AM - 4:30 PM

Guardianship Overview

What is a guardian?
A guardian is a person or agency appointed by a court to act on behalf of an individual for his/her health, safety and welfare and to protect his/her rights in accordance with the judgement of guardianship.

What does guardianship mean?
Guardianship is the court appointed person or agency who makes personal decisions for an individual who is not capable of making decisions independently.

Do I have decision-making authority on behalf of my son or daughter when he or she turns 18 years old?

No. Without guardianship, parents' legal decision-making authority for their children ends at the age of 18. However, parents can continue to be involved in planning for their son or daughter. You may continue to attend planning meetings such as the IEP. On the other hand, your medical team may not communicate with you about your son or daughter's health plan even in an emergency.

Is there more than one type of guardianship?

Yes. Guardianship of the person can be either General or Limited.

- General Guardianship is appropriate for people who have been found incapable of making or expressing any decisions. This is sometimes referred to as 'plenary' guardianship.
- Limited Guardianship is appropriate for people who have been found capable of making and expressing some, but not all, decisions. The law identifies six areas of Limited Guardianship: residential, educational, medical, legal, vocational and financial.

How will a judge know about my child's ability to make decisions?

All applications for guardianship require an up-to-date assessment (30 days prior to the individuals 18th birthday) from a psychologist, psychiatrist or medical doctor licensed in the State of New Jersey. The purpose of this assessment is to verify the need for a guardian and, if so, whether General or Limited guardianship is required.

Who can be a guardian?

The guardian can be a family member, another interested person, or the New Jersey Bureau of Guardianship Services. An individual can also have a co-guardian appointed if appropriate.

For more information, please refer to:
https://www.state.nj.us/humanservices/ddd/documents/guardianship_faqs.pdf

Guardianship/ Estate Planning Resources

Agency/ County	Phone Number	Point of Contact
Allied Wealth Partners **Morris County** $$	(973) 299-9222	Earl Pederson epederson@alliedwealthpartners.com
Certified Financial Services **Bergen County** $$	(201) 843-7700	Richard Lofredo Ext. 428 Vincent Blazewicz Ext. 312 www.cfsllc.com

Cole Shotz P.C **Bergen County** $$$	(201) 525-6251	Lori Wolf loriwolf@coleshotz.com
Hinkle, Prior & Fischer **Mercer County** $$$	(609) 896-4200	Kristina Tosti kristina@hinkle1.com
Leon Consales **Passaic County** $	(973) 890-4445	Leon Consales
MANES & WEINBERG Special Needs Lawyers **Union County** $$$	(973) 376-7733	Beth Manes beth@manesweinberg.com Jessica Weinberg jessica@manesweinberg.com
Special Needs Funding Coach **Monmouth County**	(848) 200.7148	Donald T. Brown
PLAN NJ **Somerset County** $$	(908) 575-8300	https://www.plannj.org/ info@plannj.org

Sample List of Day Habilitation Programs

Program	Point Contact	Phone Number	Program Location
Alpine Learning Group Day Program	Erin White	(201) 254-3270	Paramus Bergen County
Arc of Bergen	Omita Pope	(201) 343-0322 Ext. 2246	Elmwood Park Bergen County

Center for Enhancing Abilities	Debra McGauley Eichhorn	(201) 497-5907	Washington Twp. Bergen County
Bergen County Special Services	Janice D'Aiuto	(201) 343-6000 Ext. 6031	Paramus Bergen County
Developmental Disabilities Association of NJ	Marilyn Bermudez	(201) 641-9053	Ridgefield Park Bergen County
North Jersey Friendship House	Mala Spivak	(201) 343-6000 Ext. 4413	Paramus/ Hackensack Bergen County
Quest Day Program	Carrie Hennessy	(201) 425-8397	Midland Park Bergen County
Spectrum for Living	Ann Long	(201) 358-8000	Rivervale- Bergen County (Various Locations)
The Felician 21 and Over Program	Sister Rose Marie Smiglewski	(973) 777-5355 Ext. 25	Lodi- Bergen County
Wyckoff YMCA- Shining Start Program	Laura Peterson	(201) 891-2081	Wyckoff Bergen County

Parents/ Guardians are encouraged to begin contacting and visiting day habilitation programs as early as two years prior to graduation.

Program	Point Contact	Phone Number	Program Location
Arc of Essex	Melissa Soules	(973) 845-4429 Ext. 1228	Various locations throughout Essex County

1st Cerebral Palsy of NJ	Basil Parker	(973) 751-0200	Belleville Essex County
JCC Metrowest Adult Program	Marisa Cohen	(973) 325-1494	West Orange Essex County
Cerebral Palsy of North Jersey (CPNJ)	Christina Tesoriero	(973) 763-9900 Ext. 1207	Various locations throughout Essex County
JEPSY House, Inc.	Erica Resnick	(973) 762-6909	South Orange Essex County
New Beginnings for Tomorrow (NB4T)	Kerry Bradford	(973) 521-5757 Ext. 4503	Fairfield Essex County
NJ Elks Developmental Disabilities Agency (NJEDDA)	Linda Lori	(973) 478-6655	Clifton Passaic County
Spectrum for Living	Yolanda Rozier	(973) 427-7282	North Haledon- Passaic County (Various Locations)
ARC of Morris	Lynn Taylor	(973) 970-9326 Ext. 326	Various locations throughout Morris County
Advancing Opportunities	Harley Abrams	(973) 426-1522	Various locations throughout Morris County
Independence 360	Kimberly Rushmore	(973) 509-3050	Whippany Morris County

***The information provided are not recommendations from Pompton Lakes Public Schools but rather resources to assist you through your child's transition to adult-services. ***

Support Coordination Overview

What is support coordination?

Support coordination is a Division- funded service that assists individuals in gaining access to needed day habilitation programs and State plan services, such as needed medical, social, educational and other services.

All individuals who are eligible and wish to access Division-funded services must either select or be assigned to a Support Coordination Agency (SCA). The Support Coordination Agency will assign a Support Coordinator to work with the individual and his/her family to ensure completion of Person-Centered Planning Tool (PCPT) and to develop the Individualized Service Plan (ISP).

What is a Support Coordination Agency?

A support coordination agency is an organization that will help you get the services you need post-graduation. Support Coordinators help you by:

- Identifying the person's program service needs and preferences
- Location options for available day habilitation programs
- Manage individual's budget per tier determination
- Ongoing monitoring of supports and services
- Responding to emergencies and other service related needs of the person and/or family

How do I choose a Support Coordination Agency?

You can choose the support coordination agency you want. In order to do this, you will want to take time to learn about the different agencies. You can find a complete list of support coordination agencies that work in your community online at: https://www.nj.gov/humanservices/ddd/documents/support_coordination_agencies_list.pdf You can talk to support coordination agencies before making your choice. Doing this will help you find the agency that:

- Will listen and understand your needs
- Knows your community and the supports that are available
- You feel most comfortable working with

When do I complete my support coordination selection form?

The support coordination selection form must be completed at the beginning of the student's graduation school year. The individual will not be assigned his/her support coordinator until the month of their 21st birthday and their NJCAT is completed.

Complete the DDD support coordination selection form with your top two agencies. Once the form is completed it can be scanned or emailed to DDD.SCHelpdesk@dhs.state.nj.us (preferred) or mailed to New Jersey Division of Developmental Disabilities Central Office, c/o SCA Selection Forms, PO BOX 726, Trenton, NJ 08625-0700.

Support Coordination Agency Recommendations

Agency	Phone Number	Point of Contact	Location	Counties Served
Dawn Center for Independent Living	(973) 383-3296 Ext. 213	Brianne Lermond blermond@dawncil.org	Denville, NJ	Morris, Sussex, Warren
Shift NJ	(201) 275-0602	Dan Peltz info@shiftnj.com	Paramus, NJ	Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex and Warren
Skylands Family Services	(855) 222-3051	Alex Humanick	Washington, NJ	Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex and Warren

Division of Vocational Rehabilitation Services Overview

What is Vocational Rehabilitation?

The New Jersey Division of Vocational Rehabilitation Services (NJDVRS) is the state agency which provides services to enable persons with disabilities to obtain employment. **This is NOT a day program and is a voluntary service that is county specific.**

Who is eligible?

To be eligible for vocational rehabilitation services, a person must:

1. Have a documented physical or mental disability that is a substantial impediment to employment. Persons', who are in danger of losing a job due to a disability, may also be considered to have a handicap to employment.
2. The person must require Vocational Rehabilitation Services in order to become employed.

Who decides what kind of program and which services?

The client and vocational counselor jointly develop an Individualized Plan for Employment (IPE). This sets forth exactly what services will be provided and what is expected of both the student and agency, including responsibilities and costs, if any. Example services include: vocational counseling, employment training and job sampling as well as resume writing and job application assistance.

What are the costs?

Vocational assessment, career counseling and guidance, work adjustment training, on-the-job training and job coaching services are provided at no cost to the student. Expenses for medical services, training, books, supplies, tools, equipment, etc. are arranged by the agency based on the individual's abilities to pay as per DVRS' Financial Policy.

What about costs already incurred?

NJDVRS cannot pay for services and costs incurred prior to the student being determined eligible. Once eligibility has been established and a plan for service developed, DVRS can only pay for those services authorized in advance.

How is a referral made?

1. Help student complete the referral form (see attached form; also available from your local NJDVRS office.)
2. Mail the referral form along with any medical, psychiatric or learning records to your county DVRS office. A rehabilitation counselor will arrange an appointment for the student at the county agency office.
3. After two weeks, check-in to make sure the student has been contacted by a counselor. If there is a problem, please contact your local DVRS office.
4. You are encouraged to keep in regular touch with your rehabilitation counselor.

Attached you will find the DVRS referral form. For specific information about DVRS services please visit:

https://www.state.nj.us/humanservices/cbvi/services/vocation/

https://lwd.state.nj.us/formsapp/form/136